

VSS Catholic Communications, Inc.
Spirit Catholic Radio
Position Description
January 2021

JOB TITLE: Community Engagement Associate

JOB TYPE: Full-Time Exempt

HOURS: Monday through Friday 8:00 am to 5:00 pm (some evenings and weekends will be required)
This position will operate from our Omaha office located at 13326 A St.

BASIC FUNCTIONS: Responsible for awareness initiatives of the Spirit Catholic Radio Network (SCRN) across the state of Nebraska and Iowa with Catholic schools, parishes, and apostolates/ministries. Methods to facilitate this relationship include: coordinating a presence at relevant area events and the recruiting and training of volunteers and “parish ambassadors” (liaison at a parish) for the events; providing leadership for the Event Committee, which reviews all events across the state and assigns and coordinates resources for approved events; collaborating with the PR & Marketing Manager and V.P of Development in communication opportunities, connecting regularly with leaders in the parishes, schools, ministries and apostolates within the coverage area. Has regular communication with leaders in the parishes, schools, apostolates and ministries concerning the mission of SCRN as well as resources that are available for their use; and managing the relationship with various Community Engagement Committees by hosting meetings, listening to their ideas and assigning work. You will also be responsible for the execution of outreach events at the Omaha and Lincoln offices and events targeted to the larger listening audience such as Care-a-thons, mid-year and year-end appeals, dinners, sticker stops, open houses, distribution of materials and having a presence at area conferences. Other duties as assigned.

REPORTS TO: PR and Marketing Manager

SUPERVISES: Volunteer staff

COLLABORATES WITH: Marketing, development and on-air staff. Works with Outreach staff in Lincoln and Grand Island.

DUTIES AND RESPONSIBILITIES:

- Manages communication and marketing materials for internal and external events as well as build a relationship with Catholic organizations in the listening area.
- Recruits, trains, and manages volunteers for off-site events and station projects.
- Coordinate all volunteer activities and provide volunteers with formal and informal training, encouragement, and recognition, as well as, scheduling of volunteer hours.
- Attends or schedules volunteers to attend SCRN events and takes the role of “active ambassador” of the station at the events. Oversees placement of tents, tables, signage and materials, as well as ensures participants names are collected (event forms).
- Manages the relationship, recruitment and projects of the Outreach Committee. The main focus of this committee is to look for ways to bring about awareness of the station and its events and provide a positive image of the network and gain listeners. Provides committee meeting agenda and minutes.
- Becomes aware of local events, Catholic and non-Catholic, and provide information to Events Committee to determine if newsworthy, possible guest on morning show and whether SCRN has a presence. Prepares pre- and post-event reports.
- Must have excellent public speaking skills and the ability to communicate with listeners, donors, and decision makers at Catholic organizations. May be asked to serve as an emcee at events.
- Serves as the liaison for the station with pastors, principals and executive directors of area apostolates and ministries.

- Contributes to a quarterly newsletter that will be sent to all volunteers with information about upcoming events.
- Coordinates activities with other Community Engagement team members.
- May assist with the coordination of gatherings and special events: invitations, phone calls, food, marketing materials, and follow-up.
- Ensures parish kiosks are placed and missionaries have needed supplies; program guides, etc.
- Schedules Eucharistic Miracles, Marian Apparitions and Shroud of Turin displays and notifies appropriate SCR Network personnel for promotion.
- Must be willing to work evenings and weekends. Travel expected on occasion for visits to parishes and schools and attendance at events using a station vehicle. Must have good driving record.
- Must have a professional appearance with the ability to project a positive and enthusiastic image of the SCR Network.
- Must have an excellent working knowledge of Microsoft Office – Word, Excel, PowerPoint, and Outlook, working knowledge of Publisher, Raiser’s Edge are a plus.

QUALIFICATIONS: Practicing Roman Catholic with a deep love for the Catholic faith and faithful to the Magisterial teaching of the Church who can assist with the mission of the station. Ideal candidate has 3-5 years experience in public relations, marketing or development, experience working within a faith-based organization is a plus. They must have outstanding interpersonal and communications skills, both oral and written, with an ability to effectively relate to listeners, donors and clergy. The candidate must be professional in appearance, be highly organized and detail oriented; work well independently, as well as in a team environment and be able to take direction from management. Must be able to work under pressure and adhere to deadlines. Knowledge of programming on the network is a must. Strong project management and supervisory skills are essential.

SALARY: This is a full-time position. Annual salary depends on experience. Excellent benefits including Medical and Dental, retirement plan, paid vacation, holidays and sick leave. Also provide Accidental Death and Dismemberment, Long-term Disability and Life Insurance at no cost.

TO APPLY:

Send resume and letter of interest with resume, salary requirements and three job related references to:

Valeri McMahon
 PR & Marketing Manager
 Spirit Catholic Radio
 13326 A Street
 Omaha, Nebraska 68144

Or visit www.spiritcatholicradio.com/careers and click the “Apply Now” button.

Failure to send letter of interest and resume, salary requirements (range is ok but will not accept “negotiable”) or references will result in your application being overlooked. All information provided will be held in the strictest confidence.

All résumés and general inquiries will be retained for a maximum of one year. Only qualified applicants will receive an interview due to the high volume of applications expected.