



DIOCESE OF
FORT WAYNE-SOUTH BEND
OFFICE OF THE BISHOP

DIOCESAN SECRETARY FOR COMMUNICATIONS
DIOCESE OF FORT WAYNE-SOUTH BEND
FORT WAYNE, INDIANA

The Diocese of Fort Wayne-South Bend is currently seeking candidates for the position of Diocesan Secretary for Communications. This position serves as a member of the Bishop's Cabinet and provides effective management that serves the Diocese as a tool for the Bishop to communicate and to evangelize in Northeast Indiana. The Secretary for Communications further manages diocesan communications, both printed and digital, including the management of public information, media relations, diocesan publications, and the weekly Diocesan Today's Catholic Newspaper. The Diocese of Fort Wayne-South Bend contains 81 parishes, 43 Catholic Schools and serves the pastoral and spiritual needs of roughly 156,000 Catholics.

Qualifications for interested candidates include the following:

- Must be a practicing Catholic in good standing with the Church
- Must have knowledge of, understanding, and commitment to the teachings of the Catholic Church, and be able to articulate these teachings
- Sincere commitment to work collaboratively with all diocesan Secretariats, Parishes, and all other diocesan organizations
- Experience developing and implementing communication strategies
- Must be a confident speaker and presenter
- Must possess excellent organizational and planning skills
- Ability to lead project management objectives
- Strong writing, editing, proofreading, layout and design skills are essential
- Ability to effectively manage, oversee, and provide direction to the Secretariat of Communications
- A minimum of five years in the Communications field and a bachelor's degree in Communication's or related field is required

Interested candidates should send a cover letter, resume, and completed application to Jonathan Harber, Human Resources, by March 15, 2019 via email jharber@diocesefwsb.org or mail to: Archbishop Noll Catholic Center
915 S. Clinton St. Fort Wayne, IN 46802
Attn: Jonathan Harber

Applications can be found by visiting the diocesan career's webpage at:
<http://www.diocesefwsb.org/Current-Job-Postings>