



## **MANAGER OF COMMUNICATION SERVICES**

The Archdiocese of Winnipeg is seeking a dynamic Manager of Communications Services. This role supports the pastoral ministry of the Archbishop of Winnipeg. The Manager collaborates with Catholic Centre staff, parishes, volunteers, and other parties, to identify, develop, and implement effective internal and external strategic communications aligned with Archdiocesan priorities and the mission of the Catholic Church.

As a visible representative of the Archdiocesan Church, the successful candidate must be a practicing Catholic, registered in a parish, and committed to living and upholding the teachings of the Catholic Church.

### ***Key Responsibilities:***

- Develop and lead the Archdiocese's communications strategy.
- Oversee internal and external communications, including media relations, digital platforms, newsletters, publications, and campaigns.
- Manage and update the Archdiocesan website and digital content.
- Produce bi-weekly news bulletin and other special communications as needed.
- Establish standards and best practices for official Archdiocesan correspondence.
- Support parishes and ministry groups with communication and social media strategies.
- Prepare spokespeople for media interviews, including developing key messages, Q&As, and providing media training.
- Build and maintain relationships with media, co-workers, clergy, parishes and the public.
- Manage, as needed, contractors such as graphic designers, photographers, videographers, and printers.
- Coordinate livestreaming and multimedia coverage of Archdiocesan events.
- Lead crisis communications planning and provide counsel to the Archbishop.
- Maintain and update contact databases and the Archdiocesan Directory (online and print).

### ***Requirements***

- 3+ years of progressive experience in communications, public relations, or marketing.
- Post-secondary education in Communications, PR, Journalism, or related field (asset).

- Demonstrated success in developing and executing communications strategies.
- Excellent writing, editing, and copyediting skills with the ability to convey complex ideas clearly.
- Experience producing content for print, web, and social media platforms.
- Proficiency in website maintenance and content management systems.
- Strong organizational, analytical, and time management abilities.
- Flexibility to work evenings, weekends, and travel as required.

***Qualifications:***

- Demonstrates enthusiasm, professionalism, and the ability to inspire and motivate others.
- Strong interpersonal and communication skills, both written and verbal.
- Able to work collaboratively as part of a team or independently with minimal supervision.
- Skilled in managing multiple projects while maintaining high standards of quality.
- Demonstrates attention to detail and professionalism in all communications and content.
- Ability to assume administrative tasks and assist others.
- Experience with budgeting and work plan development.
- Commitment to staying informed on the Catholic Church's issues.
- Criminal Records and Vulnerable Sector Check required upon hire.

***Compensation and Benefits:***

- Employment Type: Full-time, Permanent.
- Schedule: Flexible, hybrid (1 day/week remote).
- Salary: competitive salary based on experience and education
- Free on-site parking
- Paid sick, personal, bereavement and other paid leaves.
- 3 weeks' vacation in the first year.
- Health and Dental Benefits with RRSP match after probation.
- Supportive and collaborative workplace culture with a strong sense of mission.
- Learning and development opportunities and reimbursements.

***To Apply:***

Submit your resume and cover letter to [hr@archwinnipeg.ca](mailto:hr@archwinnipeg.ca) with the subject line: Manager of Communications Services.

Applications are reviewed on a rolling basis. Only shortlisted candidates will be contacted. Accommodation is available upon request during the recruitment process.