

JOB OFFER

Content Manager and Assistant Director

The Communications Department of the Diocese of Montreal is seeking a **Content Manager and Assistant Director**. Reporting to the Director of Communications, the successful candidate will provide strategic support, oversee project coordination, and contribute to editorial planning. This role ensures the consistency and quality of the diocese's internal and external communications, assists management in prioritizing initiatives, and actively supports the pastoral mission of the local Church.

Responsibilities:

Content management and coordination

- Develop and maintain a centralized editorial calendar (website, newsletter, social media).
- Coordinate the production, revision, translation, and publication of all content.
- Collaborate with the various diocesan offices to collect, structure, and harmonize information.

Actively seek content from parishes, diocesan offices, partners, and communities to feed communication platforms

- Ensure consistency of messages, adherence to editorial guidelines, and pastoral priorities.
- Ensure that content is published on time, in both official languages, and according to established quality standards.
- Identify content needs (news, resources, videos, visuals, testimonials) and ensure planning.

Management support

- Support the director in strategic communications planning.
- Support the director in managing the team and assume leadership in the director's absence.
- Manage priorities, deadlines, and special projects.
- Prepare notes, documents, administrative follow-ups, and related reports.
- Manage certain sensitive or urgent matters under management supervision.

Inter-office coordination

- Serve as a liaison between the communications department and other departments of the diocese.
- Harmonize information intended for parishes, partners, and Catholic organizations.
- Contribute to the continuous improvement of internal processes.

Digital publishing

- Oversee the updating and dissemination of content on:
 - the diocesan website;
 - the weekly newsletter;
 - social media platforms.
- Work closely with the webmaster/digital coordinator.

Monitoring, quality, and consistency

- Ensure the quality, accuracy, and bilingual consistency of communications.
- Support the implementation of communication policies, standards, and processes.

Required Skills and Abilities:

Education and experience

- University degree in communications, journalism, public relations, or a related field.
- 3 to 5 years of relevant experience in content management, coordination, or communications.
- Experience in an institutional, community, or church environment (an asset).

Technical skills

- Excellent command of French and English (written and spoken).
- Ability to write, synthesize, and popularize information.
- Proficiency with digital tools: CMS, Mailchimp/MailerLite, Microsoft 365 (Teams, SharePoint, Planner).
- Extensive knowledge of social media.

Professional skills

- Knowledge of and interest in the Catholic Church in Montreal
- Strong organizational skills, thoroughness, and effective priority management.
- Ability to coordinate multiple projects simultaneously.
- Collaborative spirit and excellent interpersonal skills.
- Discretion, good judgment, and ability to handle sensitive information.

Working Conditions:

- Full-time, 32.5 hours per week (5 days)
- Hybrid
- Start date: as soon as possible
- Available occasional weekends and evenings
- Salary and benefits according to the standards and working conditions of the Roman Catholic Archdiocese of Montreal

Those interested in this position are asked to submit their application with a cover letter to the attention of Human Resources at rh@diocesemontreal.org.

We thank all applicants for their interest; however, only selected candidates will be contacted for an interview.