

**DIOCESE OF SAN JOSE  
JOB DESCRIPTION**

**POSITION TITLE: Publications Manager**

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<b>LOCATION:</b>	Chancery Offices	<b>FLSA STATUS:</b>	Exempt
<b>DEPARTMENT:</b>	Office of Communications	<b>SALARY GRADE:</b>	XI
<b>REPORTS TO:</b>	Communications Director	<b>FULL TIME OR PART TIME:</b>	Full-Time
<b>DATE UPDATED:</b>	July 2021		

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**POSITION SUMMARY:**

The Publications Editor manages the production of the official diocesan quarterly print magazine and monthly electronic newsletter – *The Valley Catholic* – to illuminate and animate the journey of faith for Catholics within the Diocese of San Jose - building solidarity among the faithful and inviting a deeper understanding and involvement in the mission of Christ - through the timely sharing of inspirational content in an engaging, accessible and compelling format.

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:**

*(other duties may be assigned)*

**Strategy and Leadership:**

- Work with Director of Communications to develop an annual editorial calendar and multi-year publication growth plan for *The Valley Catholic* that seeks to engage and inform Catholics, supports the mission of the Church, and the vision of the Bishop
- Recruit and manage third party content creators – volunteer and freelance writers and photographers – to assign and develop high quality story-telling content befitting *The Valley Catholic*

**Finances and Operations:**

- Monitor and ensure *The Valley Catholic* operations stay within approved budget.
- Work with Director of Communications and the Stewardship Office to garner sponsorships and additional funding in the support of *The Valley Catholic*, including managing a reader appeal.

**Collaboration and Communication:**

- Provide insightful, targeted, effective, faith-minded writing and editing on a regular basis in a variety of formats that supports the vision of the Bishop and closely adheres to and supports Catholic doctrine.
- Select photos and other pertinent material to enhance writing
- Consistently meet all editorial and production deadlines
- Consistently represent the Church and interview subjects accurately in all materials
- Coordinate timely receipt and management of proper photo and information permissions regarding all publication content
- Ensure consistency with style, branding, and messaging across all publications
- Ensure the review and approval of all content by the appropriate people at the three tiers of the edit process - in draft, in layout and prior to print
- Regularly review and report on key performance metrics and analyze and offer suggestions for improvement in collaboration with the Director of Communications
- Produce other diocesan communications publications, including the annual impact report, as needed

**THIS POSITION SUPERVISES:**

- None

## **QUALIFICATIONS TO PERFORM THE JOB SUCCESSFULLY:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, ability or physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

### **Education and/or Experience:**

- Bachelor's Degree in Journalism, Communications or English
- Skilled storyteller with deep understanding of journalistic ethics and libel and copyright issues
- Minimum of 3 years of content management experience
- Understanding of print production, design and layout process
- Prior experience working with newspapers or other publications helpful.

### **Language Skills:**

- Excellent grammar, writing and editing skills in English using AP style
- Bilingual preferred: Spanish or Vietnamese

### **Computational Skills:**

- Proficient with the latest Microsoft Office software and Adobe Creative Cloud software.
- Proficient with content management systems such as Constant Contact and WordPress
- Proficient with social media channels such as Facebook, Instagram and Twitter

### **Reasoning Ability:**

- Must be able handle deadlines under pressure and prioritize accordingly
- Must have a keen eye for detail
- Excellent project management skills
- Possess a positive, service-oriented attitude and be a proven team player

### **Certificates, Licenses, Registrations:**

None required

**Physical Demands:** While performing the duties of this job, the employee is regularly required to sit and/or use the computer for extended periods, use hands in repetitive motion tasks, handle objects, talk and hear. The employee is occasionally required to stand, walk and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds. The position requires driving to sites outside of the chancery offices.

**Physical Environment:** While performing the duties of this job, the employee will normally work in an open area in the Office of Communications. The noise level is usually quiet. The space is wheelchair accessible. Sites outside the chancery offices vary in physical environment.

### **Working Conditions:**

The employee must be physically present in the office or working at a diocesan site, able to work cooperatively and collaboratively with other members of the staff and with clients and be able to multi-task. The employee is expected to work normal office hours (8:30 to 5:00) five days a week. Travel may be required occasionally.

### **Other Requirements:**

- Practicing Catholic preferred.
- Deep understanding with the teachings, values, structure and mission of the Catholic Church
- Work during evenings and weekends may be required occasionally.
- Be sensitive to cultural and racial diversity

**Supervisors and employees should review this position description at the time of hire and at each evaluation conference. Employees should sign and date below. Please give copy to employee and return original to the Human Resources Office.**

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**Employee**

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**Date**

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**Supervisor**

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**Date**