



Communications Coordinator

Religious Formation Conference

Position Title: Communications Coordinator
Reports To: Executive Director
Status: Part-time (10-15 hours/week)
Compensation: \$30-35/hour, commensurate with experience
Location: Remote

About the RFC

The Religious Formation Conference accompanies priests, brothers, sisters, and those discerning, living, or supporting consecrated life through programs, resources, and community. Communication initiatives are a primary means by which we stay connected to and serve our members—and we're looking for someone passionate about this work and the flourishing of religious life.

Position Summary

The Communications Coordinator supports the Conference's mission by leading the planning, production, and distribution of key organizational communications. The role is responsible for coordinating the publishing of *InFormation*—RFC's quarterly magazine—and for creating and distributing weekly e-blasts and the quarterly *Member Update* video. The Coordinator works cross-functionally with staff, Board, collaborators, and service providers to ensure that all communications are accurate, engaging, on-brand, and delivered on schedule.

Key Responsibilities

- Oversees the Conference's strategic communications plan and email campaigns.
- Coordinates the publishing of *InFormation* from concept through delivery by developing the editorial calendar and assigning articles, columns, and features each quarter.
- Creates and distributes the quarterly *Member Update* video amongst membership overseeing the editing of footage, graphics, captions, and music to produce a polished final product.
- Coordinates the promotion and marketing of program opportunities (e.g., core programs) and other Conference initiatives (e.g., webinars).
- Maintains consistent voice, tone, and visual identity across all RFC channels.
- Revises website content to reflect program and Conference updates (e.g., added events, program updates, etc.) and posts member and nonmember resources.
- Assists with related communications projects: funding appeals, member announcements, and social media.
- Provides technical support during live (synchronous) sessions.
- Liaisons with collaborators to promote and share program offerings.
- Ensures all materials comply with applicable accessibility, copyright, and brand standards.
- Participates in monthly staff meetings and other planning sessions as needed.
- Performs other duties as assigned.

Qualifications

Required

- Bachelor's degree in communications, journalism, marketing, English, or a related field—or equivalent professional experience.
- Two or more years of experience in communications, publishing, journalism, or a related field.
- Demonstrated experience coordinating a publication, newsletter, or similar recurring content product from start to finish.
- Experience producing video content, including planning, recording, and basic editing.
- Excellent writing, editing, and proofreading skills, with strong attention to detail.
- Strong project management skills, with the ability to manage multiple deadlines and stakeholders simultaneously.

Preferred

- Familiarity with desktop publishing tools (e.g., Adobe InDesign) and video editing tools (e.g., Adobe Premiere, Final Cut Pro, or DaVinci Resolve).
- Experience working with member-based organizations, associations, or Catholic nonprofits.
- Working knowledge of email marketing platforms, content management systems, and social media tools.
- Basic graphic design skills.
- Bilingual (English and Spanish).

Key Skills & Competencies

- Deep understanding of and commitment to vowed religious life.
- Strong organizational and time / project management skills.
- Collaborative, member-focused mindset with excellent interpersonal skills.
- Sound judgment, discretion, and professionalism in handling member and organizational information.

Work Environment & Physical Requirements

Position will involve occasional travel to events, in-person staff planning sessions, or program locations. May require occasional evening or weekend hours. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the role.

How to Apply

To apply, please submit a cover letter and resume by email to rfc@relforcon.org with the subject "Communications Coordinator." The position will remain open until filled; **early application by July 8, 2026 is recommended**. Vowed / consecrated religious are encouraged to apply. RFC is an equal opportunity employer and welcomes applicants from all backgrounds.