



Communications/ Editorial Assistant

JOB DESCRIPTION: The Diocese of Trenton is seeking an energetic, team-oriented administrative professional to serve as the full-time Communications/Editorial Assistant for the Office of Communications and Media. This is a shared position between the Office's Central Operations and the diocesan newspaper, The Monitor.

Primary duties include providing secretarial support to the Executive Director of Communications and Media; serving as a resource to Chancery departments, processing media and design requests, sending updates, helping to support Communications needs for special events and projects; coordinating paper and digital communications to parishes, schools and other networks served by the Diocese. In addition, this individual will help with secular media relations, proofing and sending out news releases, preparing press packets, helping with on-location monitoring and assistance to the media; helping to organize large publishing projects for The Monitor; contributing to The Monitor's editorial work by producing written elements and supporting production and quality control work, and digital operations with web updates, email blasts and social media posting.

JOB QUALIFICATIONS: The successful candidate must have a minimum of 5 years of experience in a similar or related position; excellent verbal and written communication skills; excellent customer relation skills and be proficient in Microsoft Outlook, Word and Excel. Must be willing and able to work two evenings a month and provide on-location media assistance for major Diocesan events when requested, including occasional evening or weekend assignments. In addition, candidates must have a competency with web and social media assignments, possess strong organizational skills and have a strong understanding of Catholic culture and language. Basic news writing and photography skills and the ability to speak and understand Spanish are also helpful.

No telephone calls will be accepted. Please submit your résumé along with two professional references and one personal reference, and your salary requirements to:

Angela Gitto, Director of Human Resources
Diocese of Trenton, 701 Lawrenceville Rd.
Trenton, NJ 08648-0147
Email: agitto@dioceseoftrenton.org
Or fax: 609-406-7450