



ROMAN CATHOLIC ARCHDIOCESE OF SUVA

COMMUNICATIONS COORDINATOR

Applications from suitable qualified and experienced persons are invited for the position of Communications Coordinator of the Roman Catholic Archdiocese of Suva (RCA) to be based in Suva.

The Communications Coordinator is a Senior Position and is responsible for all media and public relations matters of the Archdiocese. The position reports directly to the Archbishop of Suva or the Vicar General.

Requirements & Responsibilities

- (i) Advancing the mission of the church through various media platforms in consultation with the Archbishop of Suva.
- (ii) Planning, developing, and implementing Communication strategies aligning to the Church mission.
- (iii) Monitoring and keeping the RCA's website, Facebook account, and other social media platforms updated.
- (iv) Planning and managing the Katolika TV program.
- (v) Monitoring, collating, and analyzing media coverage, including newspapers, journals, broadcasts, newswires, social media sites, and blogs.
- (vi) Writing press releases including in-house publications and social media platforms
- (vii) Interacting with the public on behalf of the RCA by setting up press conferences and releasing newsletters, brochures, etc.
- (viii) Participate in weekly team meetings and other key meetings reporting on the progress of the Communications Department
- (ix) Provide support where required to the Pastoral Commissions and Cura Departments
- (x) Effectively managing key internal and external stakeholder relationships.
- (xi) Plan press conferences and assist with organizing events of the archdiocese.
- (xii) Respond to Media inquiries and maintain relationships with Media Partners

Qualifications

1. PERSON SPECIFICATION

Experience

- At least years 3 of experience in media, communications advocacy work, or other relevant programs, experience in photography and videography is an asset
- Demonstrated experience in writing and editing, should have experience drafting social media content and using Canva
- Website maintenance will be an advantage
- Working knowledge of preparing communications strategies and events coordination

Skills, Aptitudes, Personality

- Outstanding communication skills, including interpersonal skills
- Excellent time management and organizational skills
- Achievement and goal-oriented
- Ability to drive projects and work independently in an efficient and effective manner
- Outstanding proficiency in computer software programs including webpage support, desktop publishing, word processing, presentations, video, and photo editing
- Ability to speak a second language is desirable to communicate and work effectively in a multi-ethnic and multi-generational environment
- A practicing and committed Catholic with honesty and integrity
- Understanding the church structure and knowledge of canon law is desirable
- Ability to influence staff with a passion of vision

All applications to be submitted by COB 5 December 2024 by email to chancellor@archdioceseofsuva.com or addressed to:

The Communications Coordinator

c/- The Chancellor

Nicolas House

PO Box 109

35 Pratt St.

Suva.