



## DIRECTOR OF OUTREACH & MEMBER SUPPORT

The Catholic non-profit **Trinity House Community**—with a mission to help families make home a taste of heaven—is seeking a full-time **Director of Outreach & Member Support** who will report to the Executive Directors and work in collaboration with the Ministry Assistant. The role is responsible for:

- ◆ overall ministry outreach and a compelling communications and marketing presence;
- ◆ expanding the number of subscribing Trinity House Community members, currently in 14 states;
- ◆ providing support for members—dioceses, parishes, schools, and families—who are using the Trinity House model.

### Responsibilities:

#### Outreach:

- ◆ overall ministry outreach, communications and marketing strategy and implementation;
- ◆ cultivate general awareness of ministry and secure media interviews, podcasts, and articles;
- ◆ cultivate collaborative relationships with dioceses, local groups, and other ministries;
- ◆ exhibit at conferences and attend events to promote ministry awareness and strengthen relationships;
- ◆ continue management and development of websites, social media, videos, e-letters, etc., in collaboration with the Ministry Assistant;
- ◆ draft, format, edit, update, disseminate marketing pieces, graphics, videos, campaigns, etc.;
- ◆ coordinate photography and video shoots;
- ◆ hone and implement Subscription Marketing Protocol to expand subscription numbers, including e-mail campaigns, mailings, phone and zoom calls, and follow-up;
- ◆ maintain database to track interactions with prospective members;
- ◆ provide quarterly reports to the Board of Directors.

#### Member Support:

- ◆ hone Member Launch & Support Protocol including welcome call and box, emails, quarterly group zoom calls, responsive support, and feedback surveys;
- ◆ implement and track Member Launch & Support Protocol with each new member, including event tracking, troubleshooting, and occasional on-site visits;
- ◆ draft, format, edit, update, disseminate member documents, videos, and templates;
- ◆ occasional event planning and execution;
- ◆ explore and implement strategies for member support at local level;
- ◆ other duties as assigned.

**Details:** The ideal candidate has a degree and experience in related fields, strong communication skills, is highly organized and detail-oriented, has a good eye for design and visual messaging, and is faithful to the teaching of the Catholic Church. Spanish proficiency is a plus. Salary commensurate with experience. **To apply, send resume and cover letter to Soren and Ever Johnson at [ejohnson@trinityhousecommunity.org](mailto:ejohnson@trinityhousecommunity.org).**