

# Communications Chair Volunteer

**Blessed Emilina Apostolate**

## Position Overview

The Communications Chair serves as the strategic lead for all internal and external communications for Blessed Emilina. This role ensures that the apostolate's voice is clear, consistent, and mission-driven across newsletters, events, and outreach efforts.

Working closely with the Social Media & Marketing Volunteer, the Communications Chair oversees monthly communications, manages event-related correspondence, and fosters ongoing engagement with our community. This role is both organizational and pastoral, helping cultivate lasting relationships within the apostolate.

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## Key Responsibilities

### Monthly Newsletter Leadership

- Write and send the apostolate's monthly newsletter
- Collaborate with the Social Media & Marketing Volunteer to align messaging and campaigns
- Gather updates from leadership, event teams, and ministry initiatives
- Ensure consistent tone, branding, and mission clarity
- Maintain and segment the email list as needed

### Event Communications

- Serve as primary point of contact for event-related communication
- Correspond with guests, venues, vendors, speakers, and collaborators
- Send confirmations, reminders, and follow-up messages
- Coordinate event timelines and communication logistics
- Ensure professional, timely, and mission-aligned correspondence

### Community Engagement & Follow-Up

- Follow up with previous event attendees to foster continued involvement
- Develop simple engagement strategies to nurture long-term participation
- Invite past guests to upcoming events, initiatives, or formation opportunities

- Maintain a warm, relational tone in all outreach
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## **Qualifications**

- Practicing Catholic who supports the mission and values of Blessed Emilina
  - Excellent written communication skills
  - Strong organizational and project management abilities
  - Professional and courteous correspondence style
  - Ability to manage multiple communication streams simultaneously
  - Collaborative leadership style
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## **Time Commitment**

- Approximately 3 hours per week
  - Increased time commitment during event seasons
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## **Spiritual Disposition**

The Communications Chair serves as a steward of the apostolate's voice. This volunteer approaches communication as a form of evangelization and hospitality — ensuring every message reflects clarity, charity, and the joy of serving Christ and His Church.