

Marketing & Communications Coordinator

Position Type: Part-Time

Reports To: Executive Director

Location: Hybrid with occasional onsite responsibilities at OLMC and local events

Position Overview

Dry Bones Ministries is seeking a creative, organized, and mission-driven Marketing & Communications Coordinator to oversee marketing strategy, communications, partnerships, and promotional efforts across ministries and programs. This role supports camp programming, fundraising initiatives, events, and evangelization efforts through digital media, graphic design, partnerships, and event coordination.

The ideal candidate is highly organized, collaborative, creative, and comfortable managing multiple projects while helping communicate the mission of Dry Bones Ministries and OLMC.

Key Responsibilities

Marketing & Communications

- Build and execute an annual multi-platform marketing strategy
- Develop promotional campaigns for programs, events, fundraising initiatives, and ministry opportunities
- Create and manage print and web communications
- Coordinate calendar invites and take notes during weekly staff meetings
- Create and maintain consistent branding across all communications
- Able to cover social media and email newsletter when necessary

Partnerships & Outreach

- Develop relationships with local organizations, parishes, and community partners
- Coordinate partnership opportunities and outreach events
- Plan and execute partnership marketing efforts, including tabling events and community engagement opportunities
- Serve as graphic designer and point of contact for Healing + Liberation Events

Camp Marketing & Photography

- Supervise and collaborate with seasonal marketing interns/counselors
- Manage summer photo organization and content collection
- Visit camp weekly during the summer camp season to capture photos and media content

- Attend camp events as needed for photography and promotional coverage
- Support OLMC Camp social media and storytelling efforts

Graphic Design & Print Media

- Create graphics and promotional materials for:
 - Websites
 - Events
 - Fundraising campaigns
 - Print advertisements
- Design business cards, email signatures, signage, and branded materials
- Coordinate ordering of print materials and supplies
- Manage recurring advertising placements
- Manage online store

Fundraising & Advancement Support

- Collaborate with staff and board on fundraising campaigns and events
 - Serve as point of contact for printing vendors and campaign mailings
 - Support and provide graphic design materials for major annual campaigns such as Taste of Camp and the Year-End Appeal
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Qualifications

- Experience in marketing, communications, graphic design, or related field
 - Strong written and verbal communication skills
 - Experience with Canva, Capcut, Mailchimp or similar design platforms
 - Familiarity with social media management and email marketing platforms
 - Strong organizational and project management skills
 - Photography and content creation experience preferred
 - Ability to work collaboratively and independently
 - Passion for Catholic ministry and mission-driven work preferred
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Preferred Skills

- Graphic design and branding
- Event coordination
- Social media strategy and analytics
- Photography and basic photo editing

- Copywriting and storytelling
 - Vendor and partnership coordination
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Schedule & Availability

- Flexible part-time schedule (20-30 hours per week)
- Occasional evening or weekend availability for events, camp activities, and ministry programming
- Increased summer availability preferred

If you are interested in this role, please email a resume and cover letter to hello@drybonespgh.org.