



Tekton Ministries

"Promoting All Things Catholic"

Tekton Ministries Outreach Director

The mission of Tekton Ministries is to "Promote all things Catholic." It does this by providing Catholic Pilgrimages, Catholic parish and non-profit website design and general public relations and communication management. The small team that makes up the Tekton Ministries (TM) operational staff works to provide the best quality of service to its pilgrim travelers and clients.

The Outreach Director will work along side the TM Director and Communications and Marketing Director to develop and execute an outreach and development strategy that supports the mission and operation of TM. The main objectives for this position is to establish relationships and develop and promote pilgrimages.

This position will assist in the day-to-day structure of the TM office. It will require one to be a self-learner and independent worker, while being able to work in a team atmosphere. This is a full time position with a standard 40-hour work week.

Skills and Requirements

1. Self Motivated
2. Ability to work effectively with a team
3. Demonstrate good interpersonal, organizational and time management skills with ability to prioritize and be flexible
4. Experience working in data and surveys
5. Good telecommunication skills
6. Strong writing skills
7. Experience with Mac Operating System and Microsoft Office
8. Experience with Customer Relationship Management (CRM) software

Responsibilities

1. Develop and promote new and existing pilgrimages
2. Establish and maintain effective relationships with priest, churches, universities and other community groups
3. Develop and implement outreach plans that includes promotional and informative strategies
4. Serve as spokesperson for the organization
5. Arrange and conduct promotional and informative interviews
6. Evaluate market research, analyzes data, and develops strategies to serve market segments
7. Perform and supervise all outreach, including website, video and communication and marketing content relating to TM