The Diocese of Cheyenne

Director of Communications.

The Director of Communications is responsible for coordinating internal and external communications and public relations for the Diocese of Cheyenne, on behalf of the Bishop. The Director manages and directs diocesan communication strategies and activities with both the general public and Catholics and does so consistent with diocesan policies, goals and guidelines. In addition, this position includes the communication and oversight of diocesan appeals. Submit an application, letter of Interest and a current resume by mail, e-mail, online, or in person by September 2, 2019 to: Tammy Skala, Human Resource Director, Diocese of Cheyenne, 2121 Capitol Ave, Cheyenne, WY 82001, Office: 307-638-1530 - tskala@dioceseofcheyenne.org - Find all information online, including complete job description and application: www.dioceseofcheyenne.org/employment.html

Tribunal Secretary/Ecclesiastical Notary

This is an hourly position, 36-40 hours per week, with some benefits available. Computer skills in Microsoft Word, Outlook and general office equipment. Duties include transcription, processing confidential information, and traditional secretarial duties. Must be a fully initiated, practicing Catholic. Send cover letter and resume with references by September 2, 2019, to Father Thomas E. Cronkleton, Jr., Diocese of Cheyenne, PO Box 1468, Cheyenne, WY 820011468.