

# Lauren Binder

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## Summary

I have over three years of experience as a Communications Manager at multiple Parishes in the Diocese of Buffalo, where I coordinate communication between Parishes, their Parishioners, and the outside community. Most notably, I have been the Parish Office Manager for St. Philip the Apostle Parish in Cheektowaga, managing their Communications, as well as their office and many other facets of the Parish life. For the past year, I have worked with the Beloved Disciples of Christ the Lord Family of Parishes to create and manage a family website, and produce a bi-monthly magazine for 7,000 households.

I have a Master's Degree in Integrated Marketing Communication from Canisius College, and a background in theatre and nonprofit organizations.

I am passionate about using my skills and creativity to serve the Church and make a positive impact in the world.

## Experience

### Communications Manager

Beloved Disciples of Christ the Lord Family of Parishes

Aug 2022 - Present (1 year 9 months)

Marketing and Communications for a Family of six Parishes in the Buffalo Diocese, specializing in coordinating communication between the Parishes, building and managing the Family website, and creating, managing, writing, & producing a bi-monthly 16 page magazine for our 7,000 households.

### Oola Certified Mind & Body Life Coach

Oola

Oct 2021 - Present (2 years 7 months)

A Certified Mind & Body Life Coach in the Oola Lifestyle framework. Focusing on goal setting and lifestyle changes that help you live by design and not default. Together we can work on your personal goals, steps to achieve them, and I can act as your accountability and motivation.

### Parish Office Manager

St. Philip the Apostle Parish

Sep 2020 - Present (3 years 8 months)

I am the Secretary & Office Manager for the Parish, while also taking care of all the communication needs for our Parish and Family of Parishes. This includes: Graphic Design, coordinating communication within our Parish, handling money through Mass Intentions and ticket sales, answering phones, Parishioner interaction, upkeep of our records and computer system, managing the Parish schedule, website design and updates, Facebook upkeep, coordinating events & our Maintenance staff, and general administrative tasks.

### Communications Coordinator

Queen of Heaven Church

Jul 2017 - Present (6 years 10 months)

It is my pleasure to give back to the Church community that helped raise me! Though this is a part-time position, I work diligently to produce a weekly bulletin (that I cleaned up and created a logo for), keep our website up to date (newly redesigned by me as well), pull together daily Facebook posts, update an information board, create any necessary design items, take some event photos as I'm able to, and a couple other odds and ends. I also started and continually improved the live stream efforts for the Parish as well.

## **Freelance Photographer**

LBPhotography

Aug 2013 - Present (10 years 9 months)

Amateur photography for friends and family. I mostly have focused on nature, architecture, still life, and portraits. I have also begun videography for live stream events at Queen of Heaven Parish and recorded multiple First Masses for newly ordained priests. Since the inception of our BDCL Family Magazine, I have been the primary photographer. After my first submission to the Erie County Fair Digital Shootout in 2023, I won 3rd prize for my entry.

## **Server**

Cenzo's Catering

Jul 2002 - Present (21 years 10 months)

Server at functions; Ran functions

## **Quality Coordinator**

Clifford Family Practice

Aug 2012 - Sep 2020 (8 years 2 months)

Quality Coordinator in charge of patient experience, HIPAA Compliance, PCMH standards, Web design & upkeep, Facebook Moderator, Technical Assistant, Trainer for most Front Office positions, Rebranding

## **Production Manager**

Alleyway Theater

Aug 2008 - Jun 2013 (4 years 11 months)

Production Manager – Responsible for theatre upkeep, ensuring performances run well and on time, running lights and sound, and being the main decision maker when the director is not present.



## **Nike Brand Coordinator**

DICK'S Sporting Goods

Sep 2011 - Aug 2012 (1 year)

Nike Brand Coordinator – specified role knowledgeable in all Nike products, Cashier



## **Various Roles**

Borders

Mar 2007 - Sep 2011 (4 years 7 months)

Closing Fixture Sales Manager, Keyholder, Cashier, Barista, Bookseller, Merchandising, Inventory Staff, Facebook Moderator, Digital Expert

**Personal Assistant, Office Assistant**

Bello Voice Studio, Inc

Jun 2009 - Sep 2010 (1 year 4 months)

**Work Study Student**

Canisius College Office of Athletic Communications

2006 - 2010 (4 years)

Work Study – Scorekeeping, Statistics, Press Communication

**Education**



**Canisius University**

Master's Degree, Integrated Marketing Communication

2010 - 2012



**Canisius University**

Bachelors, Communication Studies, Theater

2006 - 2010

**Licenses & Certifications**

**Notary Public - Erie County - NY Secretary of State**

Issued 2013 - Expires 2020

**Skills**

Advertising Sales • Strategic Communications • Community Outreach • Internal Communications  
• Interpersonal Communication • Magazine Design • Magazine Articles • Publishing • Magazine  
Management • Microsoft PowerPoint