

**SCHOOL SISTERS OF NOTRE DAME
CENTRAL PACIFIC PROVINCE
Job Title: Collaborative Communications Manager**

Date: April 22, 2019

Location: St. Louis, Missouri or Elm Grove, Wisconsin

Department: Communications

General Statement of Duties:

The Collaborative Communications Manager is responsible for collecting, organizing, producing, distributing and monitoring information for communications with internal and external audiences, including: writing and editing for print publications and online; developing and managing print and online content, including day-to-day implementation of website and social media activities; photography; designing and developing marketing materials.

Essential Duties and Responsibilities:

Print Projects

Produce materials to convey and promote the mission and charism of the School Sisters of Notre Dame.

- Write, design and edit publications, advertising and print communications, including: internal and external newsletters, brochures, flyers, feature articles, advertisements and event-related materials.
- Coordinate design and print projects with outside vendors as needed.
- Manage collaborative mail distribution lists.

Electronic Projects

Develop content to convey and promote the mission and charism of the School Sisters of Notre Dame while supporting ministries of the Sisters.

- Write, design and edit electronic communications, including; website, social media, online promotions and emails, internal newsletter, brochures, flyers, feature articles, advertisements and event-related materials.
- Create and maintain content calendars for website and social media.
- Cultivate and manage online communities through website, Facebook, Twitter, Pinterest, YouTube and Instagram, including posting.
- Support use of other potential platforms including: LinkedIn, podcasts, blogs, and new and emerging platforms.
- Plan and implement social media initiatives to promote participation in and support of the SSND ministries.
- Monitor and evaluate website social media analytics; report results.
- Participate in cross-province web and social media team.

Miscellaneous

- Value the mission of the School Sisters of Notre Dame and religious life.
- Network and seek resources/contacts to enhance the public image of the School Sisters of Notre Dame.
- Support the maintenance of the online photography management system.
- Integrate the mission of the School Sisters of Notre Dame in work environment.
- Maintain positive relationships.
- Conduct oneself in a professional manner.
- Contribute in a positive, productive manner in meetings.
- Stay current on communications trends, platforms and equipment.
- Follow safety procedures.

- Maintain an orderly and presentable office and work area.
- Perform other duties as requested by province communications directors and liaisons.
- Participate in ongoing education opportunities as appropriate.

Knowledge, Skills and Abilities:

- Bachelor's degree in communications, journalism or English preferred.
- Minimum 3-5 years of experience.
- Excellent writing and editing skills.
- Demonstrated knowledge and use of Microsoft Office and Adobe Creative Suite, including InDesign.
- Familiarity with WordPress and Google Analytics
- Demonstrated photography skills.
- Strong project management skills.
- Ability to work independently while managing and meeting multiple deadlines.
- Design and layout skills.
- Familiarity with Constant Contact.
- Good organizational skills, can work independently and show initiative.
- Adaptable to fluctuating workloads and work environment.
- Comfortable working with a wide variety of sisters, co-workers, vendors and audiences.

Job Type: Full-time 40 hours per week

Benefit Eligible: Yes; medical, dental & vision insurance, short and long-term disability insurance, 403b retirement benefits, & paid-time-off benefits

If you are interested in this position please complete an application.

If you have any questions contact:

Lindsey Van Beck, Human Resources

Phone Number: 262-787-1024

Email: lvanbeck@ssndcp.org

Application Deadline: May 20th, 2019