

SCHOOL SISTERS OF NOTRE DAME
Job Title: Collaborative Communications Manager

Date: 7/9/2021

Department: Collaborative Offices

GENERAL SUMMARY:

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.
- Stay current on communications trends, platforms and equipment.
- Perform other duties as requested by Province Council Communications 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.

COLLABORATES WITH

- Provincial Council Liaisons
- Province Communication Directors
- Cross-provincial communications team members
- Cross-provincial IT teams
- Sisters from Atlantic-Midwest Province, Central Pacific Province and the Province of Africa
- SSND ministries

WORKING CONDITIONS

- Office environment
- Ability to walk long distances, push, stoop, reach, lift and carry equipment
- Some travel

JOB TYPE: Full-time exempt with benefits

This is an onsite and remote work position, must be located near one of our locations: Baltimore, MD – Milwaukee, WI – New York, NY – St. Louis, MO or Wilton, CT

Please submit: bduchene@ssndcp.org

1. Letter of Interest, including salary requirements
2. Resume
3. Complete SSND application

Application Deadline: July 30, 2021