

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

Date: 4-24-23

Location: TBD – Baltimore, MD, Milwaukee, WI, Minneapolis, MN, Philadelphia, PA, St. Louis, MO

Department: Communications

General Summary:

The Collaborative Communications Manager is responsible for collecting, organizing, producing, distributing and monitoring information to convey and promote the mission and charism of the School Sisters of Notre Dame 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

- Write, design and edit publications, and print communications, including: external magazine, brochures, flyers, feature articles, and event-related materials.
- Coordinate, design and print projects with outside vendors as needed.

Electronic Projects

- Write, design and edit electronic communications, including: website, social media, and emails, internal newsletter, brochures, flyers, feature articles, and event-related materials.
- Develop and implement content strategy for website and social media.
- Cultivate and manage online communities through website, Facebook, Twitter, Pinterest, LinkedIn, YouTube and Instagram, including posting.
- Support use of other potential platforms including: podcasts, blogs, and new and emerging platforms.
- Plan and implement social media initiatives to promote participation in and support of the SSND ministries.
- Monitor social media trends, adjusting strategies as needed.
- Produce long- and short-form video projects, including for social media.
- 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 Council Communications liaisons.
- Participate in ongoing education opportunities as appropriate.

Education, Experience 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.
- Familiarity with WordPress preferred
- 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 preferred.
- 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

Job Type: Full-time, Exempt

Benefit Eligible: Medical, Dental & Vision Insurance, Short-term & Long-term Disability Benefits, Life Insurance Benefits, 403(b) Retirement Benefits, Generous Paid-time-off Benefits and Holiday Pay

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

If you have any questions contact:
Lindsey Scales, Human Resources
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