

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

Date: 05/11/2021

Location: St. Louis, MO

Department: Communications

Job Description

The 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 and online publications; developing and managing content, day-to-day implementation of social media activities; photography, designing and writing marketing materials; and media relations. Jubilee 30%, Website 30%, Podcast 25%, Obituaries 10%, Communications Mailbox/Location Responsibilities 5%. The position can be primarily remote or in office. If remote, there will be some office time required.

Essential Duties and Responsibilities

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: donor newsletter, brochures, flyers, feature articles, advertisements, event-related materials, stationery, cards and greetings.
- Coordinate print projects with outside vendors as needed.
- Assist departments and ministries in production of materials as needed.

Develops content to support the mission and ministries of the School Sisters of Notre Dame.

- Write, design and edit electronic communications, including: website, social media, online promotions and emails as well as the internal newsletter.
- Cultivate and manage online communities through website, Facebook, Twitter, Pinterest and Instagram. Support use of other potential platforms including: LinkedIn, YouTube, podcasts, blogs, and new and emerging platforms.
- Plan and implement social media initiatives to promote participation in and support of the School Sisters mission and ministries.
- Monitor and evaluate social media performance data.

Media Relations

- Develop good working relationships with local and national media and coordinates media releases.
- Develop pitches, articles and/or newsworthy stories of the School Sisters of Notre Dame and ministries for appropriate media outlets.

Education, Experience and Abilities

- Bachelor's degree in communications, journalism or English preferred
- Minimum of 3-5 years of related experience preferred
- Value the mission of the School Sisters of Notre Dame and religious life in the Catholic Church
- Demonstrated knowledge and use of Microsoft Office and Adobe Creative Suite
- Demonstrated photography skills
- Strong design, layout and writing and editing skills
- Understands the link between public image and mission advancement
- Proven experience with media relations

Working Conditions

- Remote/Office environment

Job Type: Full-time Exempt

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

If you are interested in this position, please send cover letter and resume to bduchene@ssndcp.org or ivanbeck@ssndcp.org

**If you have any questions, contact:
Beth DuChene, Human Resources
Phone Number: (507) 389-4284**