

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

**Date:** 04/30/2021

**Location:** TBD

**Department:** North America Vocation Team

**General Summary:**

This position would provide input on creative planning, technical support, and analysis for all short-term and long-range communications projects of the North America Vocation Team. It would include creative opportunities in collaboration with the NAVT as well as maintenance of already established projects and activities.

**Essential Duties and Responsibilities:**

- Value the mission of the School Sisters of Notre Dame, religious life and vocations
- Integrate the mission of the School Sisters of Notre Dame in work environment
- 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
- 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
- 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
- Monitor and evaluate website social media analytics; report results
- Interact with the Collaborative Communications Manager and team, as appropriate.
- Work on collaborative long-range planning of programs and activities regarding marketing and communications
- Produce and/or edit audio and video projects for the NAVY as outreach to all (discerners; inquirers; sisters; associates; partners in mission; et al)
- Work with the NAVT to update and maintain the vocation sections on the SSND webpages, and provide suggestions for the Atlantic Midwest (A-M) and Central Pacific (CP) websites
- Maintain contact management (emails, newsletters, event advertisement) and update list of contacts based on engagement in Constant Contact
- Communicate and collaborate with the Communications departments of SSND and the A-M and CP provinces, as appropriate
- Post content production of publications such as VOCATION VOICE, VOCATION REFLECTIONS, as well as articles that could be published in A-M and/or CP

- Exploration grant opportunities for vocation advertisement
- Manage photos for use in future publications and projects in collaboration with the A-M and CP Communicators
- Participate in ongoing education opportunities as appropriate

**Basic Qualifications:**

- Bachelor's degree in communications, journalism or English preferred
- Minimum 3 years of experience
- Excellent writing and editing skills
- Expertise in social media
- Ability to develop and implement creative marketing
- Interest and understanding of younger generations
- Demonstrated knowledge and use of Microsoft Office, CANVA and Adobe Creative Suite, including InDesign
- Familiarity with WordPress and Google Analytics
- Strong project management skills
- Ability to work independently
- Expertise in Constant Contact
- Adaptable to fluctuating workloads and work environment
- Comfortable working with a wide variety of sisters, co-workers, vendors and audiences

**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 complete an application.**

**Application Deadline:** May 15, 2021

**If you have any questions, contact:**

**Beth DuChene, Human Resources**

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