

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

**Date:** 5/15/19

**Location:** Elm Grove, Wisconsin

**Department:** Communications

**General Statement of Duties:**

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.

**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: donor newsletter, brochures, flyers, feature articles, advertisements, event-related materials, stationery, cards and greetings.
- Create and maintain content calendars for social media platforms.
- Coordinate print projects with outside vendors as needed.
- Assist departments and ministries in production of materials as needed.
- Stay current on state-of-the-art design techniques.

***Electronic Projects***

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, internal newsletter, brochures, flyers, feature articles, advertisements, event-related materials, stationery, cards and greetings.
- 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, make adjustments, report results.
- Develop and manage web content.
- Upload articles, audio files, images, marketing copy, photographs and videos.

***Media Relations***

- Develop good working relationships with local and national media.

- Coordinate media releases.
- Develop pitches, articles and/or newsworthy stories of the School Sisters of Notre Dame and ministries for appropriate media outlets.

**Knowledge, Skills and Abilities:**

- Value the mission of the School Sisters of Notre Dame and religious life in the Catholic Church.
- Strong design and layout skills using of Microsoft Office and Adobe Creative Suite, specifically InDesign.
- Strong writing and editing skills.
- Photography skills.
- Strong project management skills.
- Ability to manage and meet multiple deadlines.
- Comprehensive writing and editing skills.
- Excellent organizational skills, can work independently and shows initiative.
- Adaptable to fluctuating workloads and work environment.
- Understands the link between public image and mission advancement.
- Network and seek resources/contacts to enhance the public image of the School Sisters of Notre Dame.
- Comfortable working with a wide variety of co-workers, vendors and audiences.

**Education and Experience**

- Bachelor's Degree in Communications, Journalism or English preferred.
- Minimum of 3-5 years of experience.

**Job Type:** Full-time 8:00AM-4:30PM

**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](mailto:lvanbeck@ssndcp.org)**