

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

Date: 5/11/2022

Location: Wauwatosa, WI (Can be primarily remote or in person)

Department: Communications

General Summary:

The Communications Manager is responsible for collecting, organizing, producing, distributing and monitoring information for communications with internal and external audiences.

This position is focused on Resource Development/project management 50%, social media 25%, design 20% and local 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 department 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 coordinate 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 of 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

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 Van Beck, Human Resources

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