

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

**Posted Date:** 6/2/2022

**Location:** position can be located in St. Louis, MO, Milwaukee, WI, Mankato, MN, Dallas, TX, or Minneapolis/St. Paul, MN area. (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 videography (75%) and podcast (25%). The position can be primarily remote or in office. If remote, there will be some office time required. Travel to province locations is 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, Paid-time-off Benefits and Holiday Pay

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

**If you have questions contact:**  
**Rachal Depuydt, Human Resources**  
**Phone: 507-389-4288**  
**Email: [rdepuydts@ssndcp.org](mailto:rdepuydts@ssndcp.org)**