

# THE MARIANIST PROVINCE OF THE UNITED STATES

## POSITION DESCRIPTION

**TITLE:** Communications Manager September, 2017

**REPORTS TO:** Executive Director of Mission Advancement

**LOCATION:** St. Louis

**General Summary:** Manage specific communication initiatives for the Province of the US, primarily for external audiences.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Work closely with the Executive Director of Mission Advancement, the Sr. Communications Manager and the Communications Specialist on Communication needs of the Province
2. Format and edit weekly internal e-newsletter
3. Manage and write monthly e-newsletter
4. Manage social media channels, including Facebook, Instagram and Twitter
5. Work with editor of donor magazine on story ideas and repurpose magazine content for other channels
6. Assist in writing, formatting and editing e-newsletters for varied departments and audiences.
7. Write obituaries
8. Represent Communications on committees and make presentations as required
9. Identify and pursue potential stories for all channels
10. Willingness to support the vision and values of the Marianists
11. Any other duties as appropriate

### **QUALIFICATIONS AND EXPERIENCE:**

1. At least five years of experience in a corporate or organizational communications setting
2. Strong writing, editing and proofreading skills.
3. Knowledge of the Catholic Church and traditions
4. Understanding of the Marianists and their charism preferred
5. Knowledge of AP Style
6. Experience with WordPress and enewsletter programs is a plus
7. Demonstrated success with social media platforms
8. Ability to solve problems and work independently, taking initiative as needed
9. Strong organization skills and attention to detail
10. Ability to work independently
11. Ability to maintain confidentiality

### **PHYSICAL DEMANDS:**

Work is generally in an indoor setting. Ability to travel alone by plane and car. Must be able to handle, lift objects and or materials of up to 20 pounds. Must be able to use telephone (hear and speak) and use a computer.

**REASONABLE ACCOMMODATIONS:**

Lifting up to twenty pounds is essential for this position. Lifting weights above twenty pounds may be accommodated by seeking help from another co-worker. Remainder of the physical demands listed above are essential to this position for which no reasonable accommodation can be made.

*Job descriptions are not intended, nor should be construed, to be all-inclusive lists of all responsibilities, skills, efforts or working conditions associated with a job. While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add or remove duties from particular jobs and to assign other duties as necessary.*

**SIGNATURES**

The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties and skills required.

Employee:	Date:
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Executive Director of Mission Advancement:	Date:
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