

THE MARIANIST PROVINCE OF THE UNITED STATES

POSITION DESCRIPTION

TITLE: Communications Coordinator

LOCATION: St. Louis

Reports To: Communications Director

Part-Time (32 hrs/wk)

General Summary: Coordinate communications and some technology initiatives for the Province of the US, primarily for both internal and external audiences. Maintain and Manage Province Access Database. Maintain and Produce Province Personnel.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Works closely with the communications director and communications team on all communications needs of the Marianist Province of the US
2. Maintains and Manages province Access database of Marianists. Maintain functionality, content updates and data extraction.
3. Creates, manages and updates the annual Marianist personnel book and digital personnel on province portal.
4. Working closely with the communications digital content and web editor, coordinates and uploads all content for our portal. Includes quarterly audit of portal content and weekly uploading of publications.
5. Assists in creating, proofreading, and distributing internal and external communications including e-newsletters, digital communications, invitations, surveys, obituaries, social media and the province magazine.
6. Helps identify opportunities to highlight the Marianists and their ministries.
7. Maintains social media calendar and work closely with the vocations marketing coordinator to upload posts on schedule.
8. Assists in management of official digital photo library and work with the communications and vocations teams. This includes uploading, organizing, tagging and cataloging existing photos in the communications library so that are searchable and identifiable.
9. Coordinates the distribution of press releases, content and advertisements with newspapers.
10. Processes invoices and assists communications director with budget
11. Manage magazine archives, both print and electronic. Facilitate the distribution of copies of featured stories.
12. Assists vocations coordinator in purchasing rights to photos for images used in external communications and procuring permissions for photo imagery use
13. Assists Office of Religious Life with arranging photographer for Province events
14. Evaluates and manages virtual meeting accounts and other digital communications platforms and resources.
15. Monitors IT support inquiries and provide status reports
16. Provides internal and external Province staff with assistance, web-based applications (e.g. Constant Contact, Dropbox, Survey Monkey) and other online resources.
17. Other office duties including ordering Province supplies and equipment, responding to general web or phone inquiries, purchasing image rights, providing province members and staff with assistance.

QUALIFICATIONS & EXPERIENCE

- Bachelor's Degree in marketing, communications, or related field
- Minimum of 1-year writing, proofreading and editing experience required
- Experience with Access Database content management and editing
- Preferred experience web editing (WordPress and Constant Contact Preferred)
- Preferred experience in Zoom scheduling, survey monkey, and other web-based tools.
- Ability to communicate effectively orally and in writing
- Ability to collaborate with other Marianist members and staff in development and delivery of content
- Demonstrated proficiency in Microsoft Office (Word, Excel, PowerPoint) and Adobe Acrobat Pro, Social Media Posting and ability to learn additional software applications as needed
- Possess an understanding and appreciation of the Roman Catholic Church
- Ability to learn, articulate and communicate the Marianist Charism

LOCATION & HOURS

This position is located at the Province Offices in St. Louis. As a public-facing office at the service of the Mission of the Provincialate, you will be expected to keep regular work hours as determined by your supervisor.

PHYSICAL DEMANDS

Work is generally in an indoor setting. Must be able to handle, lift objects and or materials of up to 25 pounds. Must be able to use telephone (hear and speak) and use a computer. Must be able to travel by car or air.

REASONABLE ACCOMMODATIONS

Lifting up to 25 pounds is essential for this position. Lifting weights above 25 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.