

# THE MARIANIST PROVINCE OF THE UNITED STATES

## POSITION DESCRIPTION

**TITLE:** Digital Content & Web Editor

**LOCATION:** St. Louis

**Reports To:** Communications Director

Full-Time

**General Summary:** Responsible for the creation and production of content and materials for the province communications department including, e-newsletters, surveys, and province social media campaign. Manages province website and portal. Assists in coordinating province web-based subscriptions and resources.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Works closely with the communications director and communications team on all communication needs of the Marianist Province of the US
2. Creates, writes, designs, edits and distributes internal communications and external communications, including e-newsletters, emails, surveys, social media posts, and other messages.
3. Manages, edits and maintains Province website. This includes creating new web pages and performing regular maintenance on website and maintaining site standards with regards to further development.
4. Maintains and manages functionality and content of the province portal as well as the internal SM database.
5. Assists communication coordinator in quarterly audit of portal and website. Works with leadership to ensure content is relevant and streamlined. This includes ensuring that publications are uploaded to the portal as soon as they are published.
6. Works with communications and vocations team in creating and implementing social media campaign to grow social media presence and enhance content.
7. Assists in proofreading digital and print content. Maintain style guide for communications department and publications.
8. Works with other Marianist ministries to create and troubleshoot communications, including forms, surveys, videos, and websites (as requested by Provincial Council).
9. Provides Provinciate members and staff with assistance, web-based applications (e.g. Constant Contact, Dropbox, Zoom Survey Monkey) and other online resources.
10. Assist in implementation and management of comprehensive digital photo library/database.
11. Review site search reporting and optimize pages and queries and review analytics to ensure content and links are error-free and optimized. Monitor site tracking.
12. Serve as liaison for web development vendor contract for troubleshooting, updating or other projects.
13. Design ads, programs, logos, documents and other graphics as needed.

### **QUALIFICATIONS & EXPERIENCE**

- Bachelor's Degree in marketing, communications, or related field
- Minimum of 2 years experience web editing (WordPress and Constant Contact Preferred)
- Minimum of 2 years writing, proofreading and editing experience
- Experience in HTML Coding
- Preferred experience in Access Database

- Ability to collaborate with other Marianists, Marianist Ministries and staff in development and delivery of content
- Demonstrated proficiency in Microsoft Office (Word, Excel, PowerPoint) and Adobe Suite (PhotoShop, Illustrator, Acrobat Pro), Social Media Posts and ability to learn additional software applications as needed
- Possess an understanding and appreciation of the 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. The 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.

*Updated 11/2021*

**For consideration please email resume and cover letter  
by December 15 to:**

[megarcia@sm-usa.org](mailto:megarcia@sm-usa.org)

(Note: We reserve the right to shorten the deadline for applications if we have sufficient interest.  
Please apply early to ensure your background will be considered.)