THE MARIANIST PROVINCE OF THE UNITED STATES

POSITION DESCRIPTION

TITLE: Technology, Digital Asset, and Data Specialist **LOCATION:** St. Louis

Reports To: Communications Director Full-Time (40 hrs/wk)

General Summary: The technology, digital asset, and data specialist bridges technology and communications, supporting the mission-driven work of the Marianist Province of the US. This role oversees the Province's data systems, digital assets, website, and technology infrastructure while providing technology support to Province staff and leadership. Key responsibilities include managing and maintaining the Province personnel database, AI-powered photo database, and digital file systems; coordinating website and web portal content; building analytics and reporting for publications and member data; supporting workflow automation initiatives; and assisting with Province-wide technology needs. This role serves both internal and external audiences and reports to the communications director.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Maintains and manages the Province personnel database. Maintains functionality, performs content updates, and manages data extraction and reporting. Willingness to train on the Access database platform required.
2. Builds and maintains analytics reports, including audience and member data, publication performance metrics, and vendor analytics for ALIVE Magazine and other Province communications.
3. Proficient with desktop publishing for paper and electronic delivery of projects, including the annual personnel book.
4. Works closely with the communications director to maintain, audit, and upload content for the Province website (WordPress) and web-based portal. Performs ongoing website edits and conducts an annual content audit.
5. Serves as the internal point of contact for SharePoint and OneDrive for the Office of Communications and Provincial Offices, working alongside the Province's IT vendor. Partners with departments to design, organize, and maintain intuitive digital file structures that support Province-wide collaboration.
6. Evaluates and implements workflow automation solutions using Microsoft Power Automate and related tools, identifying opportunities to streamline office processes and supporting the Province's adoption of AI and emerging technologies.
7. Provides Province staff with technical support and assistance with web-based applications and software (Microsoft 365, Constant Contact, Zoom, SurveyMonkey, and other tools), and responds to general technology inquiries.
8. Assists in gathering, publishing, and archiving information for publications, including obituaries, ads, resources, and surveys.
9. Maintains Province email contact list in Constant Contact and Microsoft Outlook.
10. Maintains the AI-powered photo database for the communications team. Manages uploading, organizing, tagging, and cataloging photos so they are searchable and identifiable using the platform's facial recognition and metadata tools. Manages database access and photo credit rights.
11. Manages print and digital publication logistics, including vendor bids, proofing, delivery, and coordinating distribution to newspapers, ministries, vendors, and

constituents.

12. Manages magazine archives, both print and electronic. Facilitates the distribution of copies of featured stories.
13. Performing other office duties, including ordering Province (Communications and IT) supplies and equipment, responding to general web or phone inquiries, updating the Marianist Province Calendar, assisting with the Province Slack channel, and providing Province members and staff with assistance related to communications or technology needs.

QUALIFICATIONS & EXPERIENCE

- Possess an understanding and appreciation of the Roman Catholic Church
- Ability to learn, articulate, and communicate the Marianist Charism
- Bachelor's degree in communications, technology, data, or related field
- Experience with database platforms (Access or similar); willingness to train on the Province's Access database required
- Proficient with Microsoft Office (Excel, Word, PowerPoint, Outlook, SharePoint, OneDrive) and ability to learn additional software applications as needed
- Preferred experience with web and communications tools including WordPress, Constant Contact, Adobe Photoshop, Zoom, SurveyMonkey, and Microsoft Power Automate or Power Platform
- Interest in analytics, data reporting, or database reporting tools, with willingness to develop this area
- Openness to learning and applying AI tools and emerging technologies
- Ability to hold in confidence any information acquired

The Province is committed to supporting the right candidate's professional development in key technical areas of this role.

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 a 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 they 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.

Salary and Benefits: Competitive salary and benefits package includes medical, dental, life, LTD, 403B, and paid time off. To Apply: Email cover letter and resume to: **megarcia@sm-usa.org**

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