

ST. JOSEMARIA INSTITUTE

Position: Communications and Media Coordinator
Type: Full-Time
Location: Downers Grove, IL
Pay: Hourly
Posted: February 15, 2017

The St. Josemaria Institute is seeking a Communications and Media Coordinator who strongly believes in our mission and is eager to use his or her creativity and skills to contribute to a wide variety of communications and media projects.

The Communications Assistant will work closely with and report to the Executive Director.

RESPONSIBILITIES AND DUTIES

- Manage the organization's daily social media and online presence.
- Assist with the development and implementation of an annual communications plan and editorial calendar to support the organization's mission, goals and objectives.
- Create shareable and relevant content, including articles, graphics, audio and video files, for the website, blog, email campaign, and podcast.
- Monitor and analyze website analytics and social media trends in order to drive consistent, relevant traffic to the website, boost subscribers, and grow connections on social media networks.
- Manage in-house video and audio projects and coordinate productions by outside vendors.
- Identify and develop opportunities to promote and publicize the organization's special programs, products, and initiatives, as well as garner sponsorship and advertising opportunities.
- Build relationships with professional counterparts (individuals and organizations) to create and promote jointly sponsored communication campaigns and initiatives.
- Stay current with existing and emerging media technologies.
- Respond promptly and respectfully to all incoming emails and phone calls, or direct them to the appropriate staff member as needed.

REQUIREMENTS AND QUALIFICATIONS

- Bachelor's degree in Communications, Journalism, Graphic Design, Marketing, English, Religious Studies/Ministry, or related field preferred.
- 1+ years professional experience in related field preferred.
- Strong communication skills – written and oral.
- Proficient in Windows-based programs, especially Microsoft Office.
- Well-versed in a variety of digital and social media platforms, including: Facebook, Twitter, Instagram, Vimeo, YouTube, Pinterest, and Flickr.

- Proficient working with web content management systems, especially WordPress.
- Familiarity with Mac OS X environment and with Photoshop, Illustrator, and other Adobe Creative Cloud software preferred.
- Familiarity working with email marketing services like Mailchimp preferred.
- Ability to edit audio and video files preferred.
- Ability to read and write in HTML and CSS preferred.
- Ability to operate a DSLR camera and to edit images preferred.
- Excellent interpersonal skills, quick learner, accepts feedback and works both independently and in a team.

ABOUT THE EMPLOYER

The St. Josemaria Institute was founded in 2006 to spread the message that happiness can be found in our daily lives by transforming all of the activities into encounters with God. This idea lies at the heart of the teachings of St. Josemaria Escriva, a Spanish priest who founded Opus Dei and developed a spirituality through which people can form personal friendships with God through their everyday lives in the middle of the world. Located in the suburbs of Chicago, the Institute offers its materials and programs to people across the country and around the world who wish to learn about St Josemaria and inspire others with his message of hope.

Interested candidates should apply no later than March 19, 2017 to:

Elia Rivera
Executive Director
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