

ST. JOSEMARIA INSTITUTE – JOB OPPORTUNITY

Position: Content & Programs Manager
Type: Full-Time
Pay: Salary
Location: Downers Grove, IL
Posted: May 2, 2022

Are you seeking a job where you can use your skills and creativity to help others grow in their life of prayer and friendship with God? Do you want to expand your career path by working on a variety of projects and deepening your knowledge of the Catholic faith and spirituality?

The St. Josemaria Institute is seeking a Content & Programs Manager who is inspired by our mission to share and inform about the life, teachings, and spirituality of St. Josemaria Escriva. The Content & Programs Manager will help develop and manage our annual programs and editorial calendar, produce our weekly podcast, write compelling and relatable messages for various mediums, create and share daily content to help build meaningful connections, and encourage the growth and support of the friends of the institute. The Content & Programs Manager will work closely with and reports to the Executive Director.

PRIMARY RESPONSIBILITIES AND DUTIES

- Content creation, editing, and publishing
- Online and social media development and growth
- Podcast production and marketing
- Coordinate and promote virtual conferences, special events, and pilgrimages
- Imagine and develop new programs, content, and resources

REQUIREMENTS AND QUALIFICATIONS

- Bachelor's degree in theology, ministry, communications, marketing, or related field.
- 1-2 years work experience in related field.
- Familiarity with and knowledge of the teachings of the Catholic Church.
- Well-versed in various digital and social media platforms and automation tools.
- Working knowledge and/or experience editing audio and video files.
- Proficient in WordPress and/or similar content management system(s).
- Excellent writing, editing, presentation and communication skills.

EMPLOYEE BENEFITS

We offer a competitive non-profit salary based on experience and qualifications as well as benefits, including medical insurance and paid time-off and holidays. Partial remote work is possible for those who can also regularly be present in the office.

HOW TO APPLY

To apply, please submit a statement of interest and resume to Ms. Elia Rivera at erivera@stjosemaria.org. The application deadline is July 1, 2022.

ABOUT THE EMPLOYER

The St. Josemaria Institute was founded in 2006 to promote the life and 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 midst of the world. Through our programs and content we aim to spread devotion to St. Josemaria and help our readers and friends benefit from his teachings to enjoy life as Christians and become living expressions of faith.