

## **ST. JOSEMARIA INSTITUTE – JOB OPPORTUNITY**

Position: Communications & Content Manager  
Type: Full-Time  
Pay: Salary  
Location: Downers Grove, IL (Hybrid)  
Posted: April 25, 2023

The St. Josemaria Institute is seeking a Communications & Content Manager who is inspired by our mission to share and inform about the life, teachings, and spirituality of St. Josemaria Escriva.

The Communications & Content Manager helps to develop and manage our annual editorial calendar; produce our weekly podcast; write compelling and relatable messages for social media, emails, and website; create and share daily content to help build meaningful connections; and encourage the growth and support of the friends of the institute.

The ideal candidate is independently motivated, highly organized, manages time well, and enjoys creative projects that require an eye for graphic design, audio/visual storytelling, superior writing skills, and attention to detail. The Communications & Content Manager will work closely with and reports to the Executive Director.

### **PRIMARY RESPONSIBILITIES AND DUTIES**

- Manage website, digital resources, and online shop.
- Social media content creation, engagement, and growth consistent with mission and brand identity.
- Podcast production/editing, publishing, and marketing.
- Draft content for weekly and seasonal email marketing campaigns.
- Assist with and promote virtual seminars, special events, and pilgrimages.
- Gather and interpret analytics and insights of web, podcast, and social media activity.
- Imagine and help develop new programs, content, and resources.
- Perform other duties and tasks as required.

### **POSITION REQUIREMENTS AND QUALIFICATIONS**

- College degree in communications, marketing, theology, ministry, or related field.
- 3+ years of work experience in communications, social media, or related field.
- Familiarity with and knowledge of the teachings of the Catholic Church.
- Demonstrated knowledge of Facebook, Instagram, YouTube, and LinkedIn platforms.
- Proficient in WordPress and/or similar website management system(s).
- Familiarity with email marketing platforms like Mailchimp.
- Experience with audio/video editing and graphic design tools preferred.
- Ability to tailor messaging for audiences according to platforms and relevant data.
- Excellent writing, editing, presentation and communication skills.
- Availability to occasionally work evenings and weekends.

### **EMPLOYEE BENEFITS**

Competitive non-profit salary based on previous work experience, education, and skills as well as benefit programs, including medical insurance and paid time-off and holidays.

### **HOW TO APPLY**

To apply, please submit a statement of interest and resume to Ms. Elia Rivera at [erivera@stjosemaria.org](mailto:erivera@stjosemaria.org). The application deadline is July 1, 2023.