

ST. JOSEMARIA INSTITUTE – JOB OPPORTUNITY

Position: Community Growth & Social Media Specialist
Type: Part-Time/Hourly
Location: Downers Grove, IL (Hybrid)
Posted: January 15, 2024

The St. Josemaria Institute is seeking a Community Growth & Social Media Specialist to assist in developing a social media strategy that not only helps our continued growth, but also ensures that we are building a strong online community that is inspired by the life and works of St. Josemaria Escriva, and growing in their life of faith.

The ideal candidate is independently motivated, highly organized, results-driven, and enjoys getting people enthused about their Catholic faith and holiness in everyday life. The Community Growth & Social Media Specialist reports to the Executive Director.

PRIMARY RESPONSIBILITIES AND DUTIES

- Capture and analyze data, insights, and best practices to measure success of social media campaigns, understand the targeted audience, and devise ongoing social media strategy.
- Plan, create and publish content (including original text and images) that transmits our mission, serves our community, and increases engagement.
- Manage the social media engagement platform for timely posts across all platforms.
- Monitor readership activity and promptly respond to comments and messages.
- Collaborate with the editorial and program team on content creation and to ensure content is in line with our brand identity and editorial policies.
- Provide progress reports and statistics relevant to annual objectives and goals.
- Bolster our outreach and network by identifying and connecting with mission-partners.

POSITION REQUIREMENTS AND QUALIFICATIONS

- College degree in communications, marketing, theology, ministry, or related field.
- 2+ years of work experience in communications, social media, or related field.
- Knowledge of the teachings and practices of the Catholic Church.
- Understanding of the message and spirituality of St. Josemaria.
- Proficient in Facebook, Instagram, YouTube, and LinkedIn platforms.
- Experience with social media engagement platforms like Hootsuite and Later.
- Experience with audio/video editing and graphic design applications.
- Stay up to date with the latest social media trends, applications, and advancements.
- Excellent writing, editing, presentation and communication skills.

We offer an hourly rate based on experience and skills as well as paid time-off and holidays. To apply, please submit a statement of interest and resume to Ms. Elia Rivera at erivera@stjosemaria.org.