

ST. JOSEMARIA INSTITUTE – JOB OPPORTUNITY

Position: Editor & Program Coordinator
Type: Full-Time/Salary
Location: Downers Grove, IL (Hybrid)
Posted: January 15, 2024

The St. Josemaria Institute is seeking an Editor & Program Coordinator who has a passion for evangelization and faith-based content creation.

The Editor & Program Coordinator assists in establishing the editorial vision and strategy of the St. Josemaria Institute. He or she is responsible for overseeing the planning, editing and publication of content for the website, podcast, digital publications, and communications platforms. He or she also contributes to creating digital resources and developing programs that help to further our mission to spread devotion to St. Josemaria Escriva through the inspiration and transmission of his life, writings, and spirituality.

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 Editor & Program Coordinator will work closely with and reports to the Executive Director.

PRIMARY RESPONSIBILITIES AND DUTIES

- Explore the biography and writings of St. Josemaria, and new publications, research, and studies about him, to create and publish engaging content for the St. Josemaria Institute website, newsletter, emails, and social media.
- Assist with planning the annual calendar and topics for the St. Josemaria Institute Podcast, coordinate with the contributors, and publish the weekly episodes.
- Oversee quality control of all content ensuring that it is engaging, historically and theologically correct, supports our mission, and follows established editorial policies.
- Write occasional editorials, interviews, and articles for publication.
- Monitor feedback and analytics to ensure optimal results, and to help increase reach and engagement.
- Occasionally represent the St. Josemaria Institute at conferences, meetings, and special events.
- Work with the Executive Director to create and manage annual budget and organizational objectives.
- Introduce and oversee new programs, publications, and digital resources.
- Perform other duties and tasks as required.

POSITION REQUIREMENTS AND QUALIFICATIONS

- College degree in communications, marketing, theology, or related field.
- 3+ years of work experience in communications, publishing, education, ministry, or related field.
- Knowledge of the teachings and practices of the Catholic Church.
- Understanding of the message and spirituality of St. Josemaria.
- 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.

We offer a non-profit salary based on experience and skills as well as employee benefits, including medical insurance and paid time-off. To apply, please submit a statement of interest and resume to Ms. Elia Rivera at erivera@stjosemaria.org.