

## **ASSISTANT COMMUNICATIONS DIRECTOR**

Position Summary: Reporting to the Communications Director, the Assistant Communications Director will support the mission and ministry of the Ohio Province for the Sisters of Notre Dame de Namur. The Communications team is responsible to convey a vision of spirituality that is both contemporary and theologically accurate. Participates in the planning of the overall Mission Advancement program. Works collaboratively, in a team style, to support the strengths and responsibilities of each member of the Mission Advancement staff. Evening and weekend event availability, including some travel, is required.

### **DIGITAL COMMUNICATIONS**

Assist in executing a comprehensive digital communications strategy that supports the SNDdeN mission and Province ministries utilizing new social media strategies, video, and new media

1. Manage social presence across platforms with a focus on growing followers, promoting website visits and increasing email subscriptions.
2. Analyze engagement metrics. Report as required.
3. Research and implement new social media initiatives as needed.
4. Update and maintain Ohio Province website and online donation capabilities. Ensure the website functions correctly and is optimized for best use.
5. Maintain digital media files, including photos, video, documents and publications. Archive annually according to Archivist instructions.
6. Develop digital assets for Province events, initiatives and programs, such as web content and email marketing templates and messages.
7. Assist in producing video content in house and/or with a professional videographer.
8. Take photos and video footage as needed to support objectives and department projects.

### **CONTENT DEVELOPMENT AND PROMOTION**

Support a comprehensive external communications strategy that shares the Sisters of Notre Dame de Namur's spirituality and deepens affinity and support for the Ohio Province.

1. Help identify and develop stories that showcase the work of the Sisters, partner ministries and affiliated schools for use across platforms.
2. Promote events and other special occasions across platforms using an integrated content marketing strategy.
3. Maintain the integrity of the SNDdeN brand.

4. Provide communications expertise on committees, task forces, and special projects as assigned.
5. Performs other duties as assigned.

### **PRINT COMMUNICATIONS**

Assist in the production of print projects that support strategic communication plans using writing and graphic design skills.

### **PROFESSIONAL DEVELOPMENT**

Pursue ongoing professional growth opportunities as approved by the Communications Director to ensure the skillset is up to date.

### **WHY WORK FOR THE SISTERS OF NOTRE DAME DE NAMUR**

1. Meaningful work in a supportive, mission-driven environment.
2. Competitive pay and benefits package.
3. Employer paid Life insurance, Short- and Long-Term Disability
4. Employee Assistance Program (EAP)
5. Eleven (11) paid holidays
6. Generous Paid Time Off Bank
7. Defined contribution retirement plan
8. Annual Performance Reviews with cost-of-living consideration
9. Training and growth opportunities
10. Opportunity to make a difference in the daily lives of our residents
11. Complimentary meal per shift

### **EDUCATION AND EXPERIENCE**

1. Bachelor's degree in communications, public relations, journalism or related field
2. Demonstrated successful professional experience in communications or marketing with a minimum of three to five years of experience
3. Excellent communication (written and verbal), interpersonal, organizational, and administrative skills
4. Graphic design skills and experience with Adobe Creative Suite
5. Demonstrated ability to adhere to the highest ethical standards, demonstrate empathetic disposition and perseverance, and convey sensitivity to the needs of donors
6. Highly self-motivated and directed
7. Working knowledge of Microsoft Office products as well as Blackbaud technology is a plus
8. Proven experience managing websites and social media channels

9. Demonstrated ability to work effectively as part of a team

## **ABOUT US**

Sisters of Notre Dame de Namur is a nonprofit ministry committed to living out the Gospel through service, compassion, and stewardship. Inspired by the values of our faith, we dedicate ourselves to making known God's goodness through educating for life. Our work is more than a profession—it is a vocation. Each member of our team plays an important role in advancing a mission that extends God's goodness to all.

Salary Position (full-time, 40 hours)

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### **Reports to: Director of Communications**

Accountable to the Director of Mission Advancement and Ohio Province Leadership Team through their designated liaison

Written personnel review after 90 days and annually thereafter