



Position Description

Position Title: Communications Specialist

Status: Full time

Reports To: Provincial Assistant (VP) of Advancement and Communications, Midwest Jesuits

Position Purpose: The communications specialist is part of the Communications Office of the USA Midwest Province of the Society of Jesus, which is in charge of both internal and external communications for the Midwest Jesuits. Job duties include managing projects and new outreach initiatives; producing, editing, and curating print and electronic content; feeding and overseeing social media channels, databases, and archives; and providing general support to the Communications and Advancement Offices of the Midwest Jesuits.

Major Responsibilities:

- Works closely with the VP of Advancement and Communications and the Assistant Director of Communications to serve the internal and external communications needs of the province
- Helps plan annual content calendar
- Manages projects to ensure good stakeholder relations and timely delivery of work products
- Writes, assigns, produces, and curates content for print and digital platforms, including *Jesuits* magazine (published three times per year), fundraising appeals, marketing materials, the Midwest Jesuits website, Jesuit Prayer app/website/email, and all social media channels
- Edits, proofreads, and fact-checks content for publication
- Assists in young adult outreach and “reaching people where they are” by developing new advertising/outreach initiatives and identifying new platforms to grow audiences and engagement
- Works closely with Data Insights manager to tracks analytics across channels and make recommendations to ensure growth and audience engagement
- Assists in creation, execution, and curation of public relations, marketing, and advertising plans
- Assists in drafting letters and presentations for leadership
- Organizes and maintains print and electronic archives
- Maintains databases (e.g., project plans, contacts, invoices, etc.)
- Maintains professional association memberships and submits publications for annual awards
- Other duties as assigned

Requirements:

- The successful candidate will hold at least a bachelor’s degree in communications or a related field and demonstrate one to three years of experience with strong writing and organizational skills
- Knowledge of the Society of Jesus (the Jesuits) and the Catholic Church

- Proficiency with Microsoft Office Suite, SharePoint, Office 365, and social media
- Proficiency with project management software (e.g., Smartsheet) and content management systems (e.g., WordPress, Constant Contact, Blackbaud Online Express)
- Familiarity with Adobe and Apple Creative Suites. Also a plus: photography, audio, and video production skills
- Experience writing in a variety of formats and for a variety of platforms, including news and feature articles, press releases, and social media
- Desire to develop professional skills through courses, mentoring, and individual study

Mission: The Communications Office of the Midwest Jesuits engages God's people in the ministry of the Society of Jesus. The Communications Office accomplishes this mission by facilitating 1) internal communications and collaboration among Jesuits, province staff, lay leaders, and ministries, and 2) external communications that reach the province's target audiences via existing and new media.

Competitive salary and benefits. Please provide a cover letter and resume/CV. Additionally, applicants are encouraged to provide writing samples and relevant examples of public relations, marketing, advertising, social media, and multimedia work.

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