



Position Posting
Maryland and USA Northeast Provinces of the Society of Jesus
Office of Ignatian Spirituality

Position Title: Communications Associate
Employment Status: Full-Time
Location: Works remotely
Reports to: Director of Communications and Advancement, Office of Ignatian Spirituality

Summary:

The Office of Ignatian Spirituality (OIS) is seeking a competent and creative Communications Associate who will be responsible for implementing the communications strategy of the Office of Ignatian Spirituality (OIS). In collaboration with the Director of Communications and Advancement, as well as the OIS department directors, this position performs a range of critical functions in the areas of communications, events, and fundraising, incorporating best practices and interpersonal skills to build OIS's brand and promote its ministry.

Position Responsibilities:

- Report to the Director of Communications to implement OIS's communications strategy.
- Ensure regular communication via event promotion, e-newsletters, website posts, and social media.
- Write, design, and produce a broad range of electronic and print communications, such as email campaigns, website copy, e-newsletters, and program flyers.
- Implement event marketing and communications; build online registration forms, produce invitations and promotional materials; promote events through various communications channels.
- Manage OIS's social media presence, including developing strategy, writing posts, designing graphics, and tracking analytics.
- Assist with fundraising initiatives.
- Manage acknowledgments and donor stewardship.
- Maintain OIS websites, including posting, editing, and updating content and graphics.
- Manage OIS databases (Donor Perfect Online and Constant Contact), including reporting, importing and exporting data, and regular updates and clean-up.

Experience and Qualifications:

- Bachelor's degree required (master's degree in communications, marketing, theology, or related field is a plus).
- Experience working with databases, email marketing software, and managing websites.



- 1-3 years of communications, advancement, or related experience.
- Excellent communication and relationship building skills.
- Proficiency with Adobe Suite design software
- Proficiency with MS Office (Word, Excel, Outlook, PowerPoint).
- Appreciation of Ignatian spirituality and the Jesuit tradition.
- Spanish language proficiency is a plus.

Physical Demands and Work Environment:

- Must be able to frequently stoop, bend, reach, and lift/carry up to twenty-five pounds.
- Sits at a desk for long periods of time while working on a computer.
- Uses telephone; writes or uses a keyboard to communicate through written means.

Travel

- Travel required, up to 25%. Attendance and participation in scheduled staff meetings and calls required.

About the USA Northeast Province of the Society of Jesus:

The Society of Jesus, often referred to as “the Jesuits,” is a Catholic order of priests and brothers founded in 1534 by the soldier-turned priest Ignatius Loyola.

The Office of Ignatian Spirituality (OIS) is a division of the USA Northeast (UNE) and Maryland (MAR) Provinces of the Society of Jesus (the Jesuits). OIS partners with people and ministries to promote Ignatian spirituality, leadership, collaboration, and commitment to the Ignatian mission. Among other endeavors, OIS is currently focused on promoting spiritual direction and on serving young adults and Hispanics. The successful candidate will work as a team member of the Office of Ignatian Spirituality and as an employee of the USA Northeast Province of the Society of Jesus.

How to Apply:

If you have a commitment to excellence and want to join our team of top caliber professionals, we invite you to submit a resume and cover letter to “Human Resources”, at unehumanresources@jesuits.org and write “Communications Associate” in the subject line. Applications will be accepted through **May 31, 2019**. UNE is an equal opportunity employer.

UNE offers a team-oriented work environment and a competitive compensation and employee benefits package to include: medical, dental and vision coverage, short term disability, long term disability, life insurance, paid time off, paid holidays, and 403(b) Retirement Plan. All qualified applicants will receive consideration for employment without regard to race, color,



JESUITS
USA Northeast Province

Ad Maiorem Dei Gloriam

religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.

The USA Northeast Province of the Society of Jesus

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