

St. Francis Convent – Job Posting



Position: Digital Communications Specialist

We are seeking a talented and detail-oriented Digital Communications Specialist to join our Team!

Position Summary: The Digital Communications Specialist is responsible for creating and posting engaging visual and written content via digital, online, and social media channels to increase awareness of the Sisters of St. Francis of Assisi congregation, highlight activities and upcoming events, promote donor engagement, and increase donations. Content includes photos, videos, text, and graphic elements.

Requirements:

Education and/or Experience: An associate or bachelor's degree in digital communication or similar degree is required. A minimum of three to five years of experience in public relations, marketing, communications, and/or graphic design is required. Experience working in a nonprofit marketing or fundraising setting is preferred. Additional experience with email service providers (ESPs) such as Constant Contact, MailChimp, Hubspot, Virtuous or other similar ESPs is also preferred.

Skills/Abilities/Knowledge:

- Advanced knowledge and expertise with social media platforms, digital ads, and online marketing
- Basic photography and videography skills
- Must be detail oriented.
- Basic knowledge of faith-based organizations a plus
- Strong organizational and time management skills.
- Proficient in Microsoft Office suite.
- Self-motivated, ability to work collaboratively and ability to make independent decisions as appropriate.
- Ability to work in a fast-paced environment and to prioritize, organize and manage multiple priorities.
- Must be able to meet deadlines and work well under pressure.
- Excellent written and verbal communication skills and ability to convey information to various levels of staff and management.

Details:

- **Non-Exempt, Part-time (16 hours per week)**
- **Pay rate:** \$24.00-\$26.00/hour