

## **Job Description**

**Position title: COMMUNICATIONS COORDINATOR**

**Department: STUDENT DEVELOPMENT**

**Reports to: Director of Campus Ministry**

### **DESCRIPTION**

The SJU Campus Ministry Communications Coordinator is in charge of all internal and external SJU Campus Ministry marketing and communications activity. This position supports the mission of SJU Campus Ministry by generating visibility, engaging students, and promoting programming using print and digital media.

### **RESPONSIBILITIES**

1. Research, write, edit, and produce content for web, including managing the Campus Ministry website and updating/creating webpages and online forms as needed. Report site statistics quarterly.
2. Research, write, edit, and produce content for print, including oversight and design of printed advertising for Campus Ministry events/programming.
3. Produce and edit video to increase web/social media activity and generate interest in Campus Ministry and its programming.
4. Maintain University/Department graphic standards for consistent marketing.
5. Regularly update social media accounts to expand Campus Ministry's reach online.
6. Coordinate promotion and nominations for the Caritas Awards and the Fr. Giles Nathe OSB Award.
7. Assist with the planning and marketing of the Caritas Award ceremony.
8. Attend weekly Campus Ministry staff meetings and hold regular office hours
9. Assist in the planning of and attend August and January Campus Ministry all staff retreats
10. Works collaboratively with other Graduate Assistants, student ministers, and staff to promote all Campus Ministry programs and services
11. Other duties as assigned.

### **Minimum Qualifications for Assistantships in Campus Ministry**

This Assistantship position is intended to provide an opportunity for 2+ years of ministry immersion for a person who is:

- a. a professed member of Saint Benedict's Monastery or Saint John's Abbey who has either completed or is pursuing a graduate program of theological/pastoral studies; or,
- b. a student who is enrolled in the Saint John's School of Theology•Seminary and is making progress toward completion of a program of graduate theological/pastoral studies.

Knowledge, abilities, skills:

1. Must be a practicing Roman Catholic with continuing active membership in a parish/faith community
2. Effective communication skills (listening, speaking, and writing)
3. Computer skills
4. Maintains a high level of competence, judgment, and appropriate confidentiality
5. Knowledge and appreciation of the Benedictine heritage and character of Saint John's Abbey and University
6. Reliable and dependable
7. Able to work collaboratively

Additional Requisite:

- As a minister of the Roman Catholic Church, the successful candidate will also maintain a lifestyle that is publicly consistent with Catholic teaching and Benedictine values.

### **Appointment**

Administrative, 9-month (August 15 - May 15); 20 hours per week