

**Communications Manager – Full Time**  
**The Province of St. Joseph of the Capuchin Order**

*Inspired by the gospel of Jesus and the example of Francis of Assisi, the Capuchin friars of the Province of St. Joseph, together with our partners in ministry, prayerfully build sister-brotherhood in the world. We attend simply and directly to the spiritual and other basic human needs, especially those of the poor and disenfranchised, promoting justice for all.*

The Communications Manager will develop and deploy written and visual communications for distribution ensuring that content meets goals of effectiveness of content and campaigns. This position coordinates with Public Relations, Vocations and Development teams as well as Ministry Directors in order to ensuring consistent messaging.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Demonstrate, exemplify and support The Province of St. Joseph of the Capuchin Order Mission, Vision and Values
- Shoot, edit and post event photography and videography around the Province
- Develop and execute social media strategies for the province and its ministries, coordinating with ministry directors and other personnel.
- Work with the Public Relations, Communications, Vocations and Development teams to implement latest social media practices, as tools and channels evolve
- Contribute to social media campaigns and day-to-day activities including fresh web content, email blasts, and social media postings.
- Become an advocate of the Province in social media spaces, engaging in dialogues and answering questions where appropriate
- Monitor effective benchmarks for measuring the impact of social media programs, and analyze, review, and report on effectiveness of campaigns in an effort to maximize results
- Regularly share insights gained from social media monitoring to Public Relations and Development offices
- Build, maintain and leverage relationships with internal and external stakeholders; cultivate relationships with peer communications and social media practitioners to bring best practices to the Capuchins and collaborate in team environment
- Represent the Province professionally and effectively in diverse settings
- Assist with drafting and posting of press releases and other written materials
- Comply with Province and ministry policies, procedures, guidelines and standards.

**QUALIFICATIONS:** Bachelor degree in Communication, Marketing, Advertising, Journalism or related field. 3 years of Public Relations, Marketing and/or Community Management experience. Effective project management and organization skills, in-depth knowledge of social media platforms, web design including WordPress, HTML and CSS. Proof reading that conforms to Assoc. Press Stylebook, knowledge of DSLR photography, livestreaming video productions, digital marketing, flexible schedule including evenings and weekends.

Please send resume to [employment@thecapuchins.org](mailto:employment@thecapuchins.org), include Communications Manager in the subject line.

Or mail to:       Attention: Human Resources  
                      Communications Manager  
                      The Province of St. Joseph of the Capuchin Order  
                      4390 Conner, Detroit, MI 48215