

Creative Director
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 Creative Director will work within the Public Relations Department, coordinating with Vocations, Development and Ministry Directors to ensure consistency of the Capuchin identity throughout all printed and online media materials.

Responsibilities:

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- As Lead Province Photographer shoot, select, edit and post event photography around the Province for various publications and media outlets
- Represent the Province professionally and effectively in diverse settings
- Design graphics for video, brochures, flyers business cards, social media, etc.
- Create effective and appealing print collateral and publications for various events and campaigns including creating and/or selecting photos or graphics
- Assist in design of all Province websites
- Ensure consistent Capuchin identity in all graphics, website and printed materials
- Establish and maintain Capuchin photo archive
- Establish, maintain and manage freelance and vendor relationships
- Establish and maintain budget within the PR budget, for assigned projects
- Comply with Province and ministry policies, procedures, guidelines and standards

Qualifications: Bachelor's degree in Communication, Marketing, Advertising, Journalism or related field, 5 years of Public Relations, Marketing and/or Community Management experience, Experience in content creation, photo editing and creating graphics. Ability to conceptualize and deliver creative content including written, photo and video media that consistently aligns to Capuchin identity and voice, knowledge and ability to create web designs including WordPress, HTML and CSS, proof reading skills that conform to Associated Press Stylebook, knowledge of digital photography, photo editing software tools, livestreaming video production and digital marketing, able to travel, knowledge of Fr. Solanus Casey, St. Francis of Assisi, Franciscan spirituality and the Catholic tradition, ability to support Catholic social teaching.

Review of resumes and applications will begin immediately.

Interested candidates may apply in the following ways:

1. Submit letter of interest and resume to:
employment@thecapuchins.org Include Creative Director in the subject line
2. Send resume by mail to:
Attention: Human Resources
Re: Creative Director
Conner Soup Kitchen
4390 Conner,
Detroit, MI 48215

Internal candidates may apply by completing an internal application (available from their supervisor) or by sending a resume to employment@thecapuchins.org