

**Digital Communications Specialist**  
**The Province of St. Joseph of the Capuchin Order – Milwaukee, WI**

*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 Province of St. Joseph of the Capuchin Order, is currently seeking a Digital Communications Specialist. This position will work to support our Public Relations, Communications and Vocations Offices by attending and documenting activities and events, creating/sharing content for distribution using social, web and email marketing channels. We offer a generous benefit packing including medical, dental, vision, life and disability insurance along with generous PTO and holiday pay.

**Essential Duties include:**

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- Assist Communications Director with internal communications
- Support vocations, public relations and communications with email marketing campaigns communications and analytics
- Attend province events to create, edit and post text, photo and video content
- Assist with social media content creation for the province and its ministries, coordinating with ministry directors and other personnel
- Maintain photo archive
- General clerical assistance including mailings and filing
- Engage with social media followers, answering questions and listening/responding to mentions
- Build social media campaigns and coordinate paid advertisements
- Build, maintain and leverage relationships with internal and external stakeholders
- Represent the Province professionally and effectively in diverse settings
- Comply with Province and ministry policies, procedures, guidelines and standards

**Qualifications:** Bachelor Degree in Communication, Marketing, Advertising, Journalism, Public Relations (PR) or related field; 2 years of experience in PR, Marketing and/or Community Management experience, OR combination of education and experience. Familiarity with social media, email marketing, HTML and WordPress, ability to write in AP style, knowledge of DSLR photography, creative thinking and ability to utilize appropriate communications methods. Effective Microsoft office, communication, problem solving, interpersonal and organizational skills, ability to maintain confidentiality, work a flexible schedule including some weekends and holidays, travel mostly within Midwest, able to lift and move up to 25 pounds.

The Review of resumes will begin immediately.

Please send letter of interest and resume to: [employment@thecapuchins.org](mailto:employment@thecapuchins.org) and include “Digital Communications Specialist” in the subject line.

Or mail to:

Attention: Human Resources  
Province Archivist  
The Province of St. Joseph of the Capuchin Order  
4390 Conner,  
Detroit, MI 48215