

POSITION DESCRIPTION

Position Title:	Communications Coordinator	FLSA Status:	Full-time/Non-Exempt
Division:	St. Joseph Center	Salary Grade:	7
Department:	1300 - Communications	Salary Range:	\$26.75 – \$35.45 (based on education & experience)
Reports to:	Communications Director	Last Update:	May 2, 2024

Position Summary: The Communications Coordinator engages in projects and coordination of media mix to advance the branding, growth marketing and communication strategies of the Sisters of St. Joseph of Orange and their ministries. This is accomplished through daily tasks and periodic projects. The coordinator utilizes writing and graphic design skills to create content that is shared with audiences via an online and print media mix. The coordinator interacts with the Communications team and a variety of people while engaged in projects, special events and ongoing tasks. This is a fully on-site position, the possibility of working remotely will be considered for one day a week based on department and director needs, and is not guaranteed.

Essential Functions: This position is not limited to the essential functions listed below. Other projects and duties may be assigned.

- **Creates content** for the media mix using written and graphic design skills. Responsibilities include internal communications via emails, fliers, and two weekly internal newsletters; weekly advertising creation and placement; monthly e-mail marketing newsletters; quarterly printed magazines; and additional marketing-related materials that occur periodically such as reports, invitation packages and brochures.
- **Writes** feature stories, announcements and press releases that represent the organization and its mission. The writing process includes outreach and scheduling, conducting interviews, written drafts, editing and distribution/submission to internal and external media outlets.
- Assists Communications Director with department administrative needs including correspondence, organization, meeting support and some clerical work.
- Collaborates with directors and designated stakeholders to help implement special events, communication campaigns and projects
- Collaborates with communications team to create and curate content for our media mix; cross trains with specialists re: social media management, website administration, and multimedia (video) production.
- Interacts with and manages contacts via online platforms
- Interacts with a variety of audiences, organizations, staff, and vendors
- Performs other duties as assigned

Position Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of

knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Minimum Education Requirements:** AA degree in Communications or related field or bachelor's degree in communications, public relations, journalism, marketing, or a related field.
- **Minimum Experience Requirements:** minimum 5 years working experience in communications, public relations, or a related field.
 - **Writing Skills:** Strong writing skills are essential. Experience with writing press releases, newsletters, social media posts, and other communications materials.
 - **Digital Communications:** Experience with digital communications tools and platforms such as social media management, email marketing software, content management systems (CMS), and advanced proficiency in graphic design skills.
 - **Project Management:** Ability to manage multiple projects simultaneously, meet deadlines, and work well under pressure.
 - **Teamwork and Collaboration:** Excellent interpersonal skills and the ability to work effectively in a team environment.
 - **Adaptability:** Adapt quickly to changing priorities and work in a fast-paced environment.

Skill Requirements:

Personal Skills:

- Excellent interpersonal skills for interaction with various personality types to make them feel at ease
- Excellent oral communication skills to convey organizational messages and guide others to achieve comm goals
- Ability to take the initiative and creatively move projects into action
- Ability to work well on a team that shares services, meeting needs of many constituencies
- Ability to maintain confidentiality

Administrative Skills: Excellent organizational skills to manage details and advance objectives of special events and projects.

Technical Skills: Demonstrated competence with Adobe Creative suite including InDesign and Photoshop; Canva; Email Marketing (Constant Contact); Zoom; and other web-based applications/platforms.

Mental Requirements:

- Ability to manage multiple projects simultaneously and adjust to changes in project priorities
- Ability to recognize and adjust behavior to the needs of situations; traits include calm, courteous, creative, enthusiastic, flexible, hospitable, professional, and a positive attitude

Safety Requirements:

Physical Demands and Working Conditions

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions while performing the essential functions of this job

Work Schedule: Monday – Friday, Full Time, 40-hours per week schedule with occasional needs to work outside of normal business hours related to conference and event attendance. The latter may result in an adjusted work schedule in a predetermined week, while striving to not enter into additional hours that result in overtime pay.

Essential Values-Based, Leadership and Management Competencies: Demonstrates competencies in line with the four core values that are the foundation of all activities performed by employees in order to achieve the Mission of the Sisters of St. Joseph.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.

I have read and understand this position description.

Employee’s Signature: _____ Date: _____

Print Name: _____

Supervisor’s Signature: _____ Date: _____

Print Name: _____