

WANTED: Communications Coordinator

Full-time position in New York City

The Franciscan Friars of Holy Name Province are seeking a staff member to assist the director of communications in delivering information both to members — nearly 350 Catholic priests and brothers — and to the public.

Responsibilities:

- Writing and editing text (original and submitted) for website, HNP.org, and e-newsletter
- Creating and adding content — text and photos (including newsletter elements) — to website
- Maintaining province's social media accounts (Twitter, Facebook, YouTube) and providing technical assistance to friars, provincial staff members and ministry partners
- Creating and formatting art files of print publications (quarterly newsletter, invitations, ads and the like) as well as online advertisements
- Researching information, as needed
- Interacting effectively — both orally and in writing — with colleagues, and representatives (friars and lay staff members) of the province's 50+ locations
- Maintaining project files, assisting with administrative functions

Qualifications: Computer skills (e.g., Quark, Photoshop, InDesign, Microsoft Office), visible interest in project goals and, as a member of the communications team, the ability to:

- Maintain confidentiality
- Handle multiple projects simultaneously; budget time appropriately
- Work autonomously and collaborate creatively
- Ensure quality, focusing on details
- Support the mission of the Franciscans; familiarity with Roman Catholic Church is valuable

Education/experience: Bachelor's degree in journalism, graphics or related field. One to four years' work experience in a communications environment.

Job location: HNP's headquarters, 129 West 31st Street, New York, NY; near Penn Station and bus/subway lines. The office includes both religious and lay staff.

For information or to submit a resume, contact:

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Franciscan Friars of Holy Name Province Communications Office

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