

# **WANTED: Communications Assistant**

## *Position at New York City office*

The Franciscan Friars of Holy Name Province are seeking a part-time staff person to assist its Communications Office in delivering information to members — more than 300 Catholic priests and brothers — and to the public. The office has lay and religious staff members.

### **Responsibilities:**

- Writing and editing text for website, [HNP.org](http://HNP.org), and e-newsletter
- Creating and adding content — text and photos — to website
- Researching information, as needed
- Formatting e-bulletins with Constant Contact

**Qualifications:** Basic website and design skills (e.g., WordPress, Photoshop, InDesign), solid knowledge of AP style, visible interest in project goals and the ability to:

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

**Education/experience:** Bachelor's degree in journalism, communications or related field. At least one year of work experience in a communications environment.

**Job location:** HNP's headquarters, 129 West 31st Street, New York, N.Y.; near Penn Station and bus/subway lines.

For information or to submit a resume, contact:

Jocelyn Thomas  
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Holy Name Province  
[Communicatons@hnp.org](mailto:Communicatons@hnp.org)  
646-473-0265 ext. 321

Inquiries requested by August 17.



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