

## **Position Opening**

### **Communications Director Holy Union Sisters U.S. Province**

The United States Province of the Holy Union Sisters has an opening for a part-time, twenty hour a week, Communications Director. The responsibilities include promoting the identity, mission, charism, and values of the Holy Union Sisters through managing public relations, website, and press releases.

#### **Responsibilities:**

- Plan, write and produce communications vehicles to external and internal audiences, including occasional Province newsletters, articles, and ads for Catholic newspapers where Holy Union Sisters live and minister
- Maintain U.S. Province website and provide content for congregation website
- Attend and take photos at local and province events
- Assist Province Leadership Team to prepare for media events and respond to inquiries
- Collaborate with Director of Mission Advancement on external publications
- Prepare and oversee annual budget
- Be a resource for Sisters in the area of communications

#### **Qualifications:**

- Bachelor's Degree in a relevant field of study (Journalism, Communications, English)
- A minimum of one to two years' experience in communications, including creating and managing website content, working knowledge of Word Press
- Experience in Photoshop as well as photography and videography
- Strong writing, technical and interpersonal skills
- Time management and organizational skills
- Flexibility to occasionally work weekends

#### **Location:**

The Holy Union Sisters, U.S. Province office is located in Milton, MA. The Communications Director must be prepared to travel if the Communications office is not in South East New England.

#### **Contact:**

To request a full job description for the position of Communications Director and the application process for the position contact: **SEARCH.COMMITTEE@HUSMILTON.ORG**