# POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Communications Coordinator</th>
<th>FLSA Status:</th>
<th>Non-Exempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division:</td>
<td>St. Joseph Center</td>
<td>Salary Grade:</td>
<td>7</td>
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<tr>
<td>Department:</td>
<td>Communications</td>
<td>Department Code:</td>
<td>1300</td>
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<tr>
<td>Reports to:</td>
<td>Director of Communications</td>
<td>Last Update:</td>
<td>1/22/2020</td>
</tr>
</tbody>
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**Position Summary:** The Communications Coordinator assists the Director of Communications in advancing the mission and strategies of Sisters of St. Joseph of Orange communications. The Coordinator uses graphic design, writing, photography and other tools to create content that is shared with audiences via an online and print media mix. The Coordinator interacts with a variety of people while engaged in short term projects and ongoing and periodic tasks.

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

- Administers and creates content for online platforms including congregational websites and social media. Key tasks include writing, photo editing, and administration.
- Coordinates internal communications for two audiences, including two weekly newsletters.
- Produces graphic design for online and print media platforms using Adobe Creative Cloud and other tools.
- Writes feature stories for congregational magazine, newsletters and website. Provides written content for press releases, newsletters, social media and other needs.
- In a team environment, identifies and fulfills photography assignments, edits photos, manages photo libraries, and assists with audio and video recording, editing, and exporting to create a final product.
- Collaborates with a variety of people across departments, media, ministries, organizations, Sisters, vendors and others.
- Represents the Sisters of St. Joseph of Orange to the public.
- Performs tasks as requested by the Director of Communications.

**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; BA degree in communications, preferred.
- **Minimum Experience Requirements:** Demonstrated computer competence with Adobe Creative Cloud (including Acrobat, InDesign, and Photoshop), and online platforms including WordPress (web admin), Facebook, Instagram, Twitter and YouTube. Knowledge of digital photography.
- **Preferred Experience:** Two or more years of experience in communications, public relations or related fields. Adobe Creative Cloud including Illustrator and Premier Pro.
Demonstrated history of generating content for an organization with an excellent command of written communications. Analyzing data and making recommendations.

**Skill Requirements:**

**Personal Skills:** Ability to take the initiative and creatively move to action, excellent interpersonal skills, flexibility and creativity, calm, professional, courteous, hospitable approach to people and situations, ability to adapt to changing environment and demands, enthusiasm and a positive attitude.

**Administrative Skills:** Excellent oral and written communication skills, good organizational skills, attention to detail, ability to speak in front of a group in a formal setting or to provide direction on a set, strong telephone skills and etiquette, ability to work without close supervision, ability to multi-task and manage conflicting deadlines and demands.

**Technical Skills:** Knowledge and proficiency with computer software (see Position Qualifications), ability to operate standard office equipment.

**Mental Requirements:** Ability to work with frequent interruptions and changes in workload priorities, ability to prioritize tasks, ability to maintain confidentiality.

**Safety Requirements:** Is knowledgeable of, observes and complies with Codes of Safe Practice, safety policies and emergency procedures.

**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

While performing the duties of this job, the employee is situated in an office setting, shared workspace and is occasionally exposed to cool or hot indoor office temperature. The noise level in the work environment is usually moderate. The employee may be required to work outside regular business hours on days of special events.

The employee is regularly required to use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to sit for extended period of time. The employee will occasionally stand; walk; stoop, kneel, or crouch. The employee will occasionally lift and/or move items up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Schedule:** Monday – Friday, Full Time, 40-hours per week schedule
**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: ____________________________