



**CONGREGATION OF DIVINE PROVIDENCE
ST. ANNE PROVINCE CENTER
JOB DESCRIPTION – DIRECTOR OF COMMUNICATIONS
PART TIME (25-30 hours per week)**

SUMMARY: The Director of Communications develops and implements a strategy for external communications, articulating the mission of the Sisters of Divine Providence.

RESPONSIBILITIES:

- develop, implement, and evaluate a communications plan in collaboration with the Sisters of Divine Providence Provincial Council Contact Person
- coordinate and manage the development, distribution, and maintenance of print and electronic materials including newsletters, press releases, brochures, reports, e-newsletters, Facebook posts and CDP website; and measure their effectiveness
- coordinate and organize regular meetings of the Communications Advisory Board
- coordinate and develop the current contact databases in ways that extend outreach to the public
- facilitate/create promotional materials and events in coordination with other province offices

QUALIFICATIONS:

- knowledge of the Catholic Faith, commitment to Gospel values, and belief in the mission of the Sisters of Divine Providence
- excellent writing/editing and verbal communication skills
- self-motivated and proactive
- experience with graphic design, video editing and posting, social media, website design
- sincere commitment to work collaboratively

ACCOUNTABILITY: The Director of Communications is responsible to the designated Liaison to the Provincial Administration.