

ERIE CATHOLIC SCHOOL SYSTEM

JOB TITLE: [COMMUNICATION MANAGER](#)

REPORTS TO: VICE PRESIDENT OF ENROLLMENT

POSITION STATUS: EXEMPT

**About the Position:**

Erie Catholic School System (ECSS) is seeking a full-time Communication Manager to develop and implement an innovative and integrated communications and marketing plan, consistent with the system’s mission and vision. Collaborating closely with the Vice President for Enrollment and school leadership to promote preschool – 8<sup>th</sup> grade ECSS schools. This position builds relationships and brand awareness among community through effective and targeted communications.

The manager would oversee the system’s and schools’ websites, social media feeds and print vehicles. Create, write and oversee print publications (e.g. magazines, newsletters, admissions materials, annual report, policies, handbooks, etc.). The position would coordinate communications/marketing uses of all schools’ databases, take photographs, and oversee photography and videography while selecting and overseeing vendors utilized in communications efforts.

An ideal candidate will be experienced with digital and print communications, have strong project management skills, be highly organized, be able to handle multitasking, possess superior writing and editing skills and have strong technical skills (layout, design, image editing, understanding of databases).

The manager will coordinate with parish offices, internal and external committees and staff to ensure consistent messaging across organization while effectively and proactively elevating the brand awareness of the organization.

**Qualifications**

- Bachelor’s degree in Journalism, English, Communications or Marketing
- Minimum of 3 to 5 years of professional public relations, communications, marketing or social media experience at a non-profit organization, school, or corporation
- Excellent writer/editor
- Experience with graphic design, from development through implementation
- Outgoing, highly organized, detail-oriented and self-starter
- Team player
- Communicate effectively, both verbally and in writing, with parents and other professionals on a regular basis
- Model professional and ethical standards
- Understand and support the mission of ECSS and the Catholic Church

**Work Environment**

This job operates in an office environment. Incumbent must be able to sit at a desk for extended periods of time. This role routinely uses standard office equipment with a vast majority of the time utilizing computers to complete daily tasks. Due to travel outside of the home office, candidates are required to have a vehicle and a valid driver’s license to attend job related duties, meetings, seminars, and trainings.

**Physical Demands: (% of time)**

Standing: Occasionally (<20%)

Sitting: Frequently (>80%)

Lifting: 0-20lbs. Occasionally (<20%); 20-50 lbs. Occasionally (<20%); Over 50 lbs. Rarely (<10%)

Travel: Rarely (<20% - To campuses within ECSS)

Pushing/Pulling: Occasionally (<20%)

Manual Keying/Data Entry: Often (30-60%)

**Property and Confidentiality Requirements:**

All property, including intellectual property, materials, equipment or actual products and services developed or accrued as part of the job duties and responsibilities listed above is the property of the Erie Catholic School System. It may not be used for personal profit or gain and will be relinquished to ECSS upon termination of employment from ECSS. In addition, the person employed in this position shall maintain confidentiality with regard to the personal and private information about students, families, faculty, co-workers, administrators, programs and services, and any other proprietary information accrued as a result of ECSS employment or as required by applicable state or federal laws and regulations.

**Note:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Licenses or Certifications:**

Must be able to obtain all required clearances for school personnel. A valid driver's license is required.  
Maintain the Mission of Erie Catholic School System and and Code of Ethical Standards

**Apply - <https://www.eriecatholic.org/careers> - and submit the Staff Application for review**