

## St. Patrick Center

### Communications Specialist

At St. Patrick Center, we're one of Missouri's largest providers of housing, employment and health opportunities for people who are homeless or at risk of becoming homeless. We take an action-based approach to service and offer nationally recognized programs that assist more than 5,700 people each year. Our mission, at its core, is to help individuals and families move from homelessness to independence in dignified, cost-effective and permanent ways. This approach transforms our clients as well as our entire community.

#### **Summary of Position:**

The Communications Specialist (full-time) provides communications and administrative support to the Senior Director of Communications (SDC). Support is provided through spreading the word and generating awareness about St. Patrick Center, including the mission, work, outcomes, fundraisers, events and successes. The Communications Specialist assists with producing marketing and branding materials, and communicating them through various channels such as newsletter, email, website, social media, print, video and speeches. Audiences include employees, board members, donors, volunteers, clients, business, schools and the media. Strong emphasis is placed on proper agency branding standards, message and materials consistency, strategic plan goals and department budgets.

#### RESPONSIBILITIES:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Derived from the position description above, Communications Specialist responsibilities include but are not limited to the following:

- Coordinate and organize elements of department projects; provide updates to the SDC on a regular basis. Includes general copywriting, graphic design, photography and media relations.
- Post daily social media updates on St. Patrick Center sites, weekly email marketing messages and website updates
- Work with the SDC to generate awareness for St. Patrick Center in the media
- Track and coordinate outcomes for monthly media and advocacy reports, including media stories, website, email marketing and social media analytics, face-to-face meetings and direct mail letters
- Set advocacy appointments for the CEO at the city, state and national levels; coordinate with the CEO's assistant on CEO availability and calendar bookings
- Collaborate with the Development team on social media and other efforts that support fundraisers and events; attend team meetings as needed
- Fulfill staff requests for agency materials; coordinate with the Chief Program Officer's assistant to cover program-related staff requests
- Train with the SDC to give agency tours and speeches as needed
- Proof department documents, such as newsletter and annual report, to revise errors, advise of

changes and ensure professionalism

- Work with outside vendors, such as web developers, printers and production companies
- Other projects and duties as assigned

DIRECT REPORTS: None

**KNOWLEDGE AND EXPERIENCE:**

- Bachelor's degree from an accredited university or college in communications, marketing, broadcasting, journalism, public relations or similar field
- Proven track record of experience in copywriting
- Experience in digital media
- Some experience preferred in graphic design, photography and video production
- Some experience preferred in non-profit communications
- Demonstrated commitment to volunteerism that includes actual volunteer experience

**SKILLS AND ABILITIES:**

- Strong computer and organizational skills, with proficiency in Microsoft Word, Publisher, PowerPoint and Excel
- Some experience preferred in Adobe Creative Suite, specifically InDesign and Photoshop
- Excellent interpersonal, phone and email communications skills
- Self-motivated with a genuine interest in the agency's mission
- Ability to build and maintain positive relationships that lead to successful promotion of the agency
- Flexible, positive team player with ability to balance multiple projects and meet deadlines

Please apply online at <https://stpatrickcenter.ninjabig.com/jobs/communications-specialist--1-1-0001/>  
or send resume to [rirvin@stpatrickcenter.org](mailto:rirvin@stpatrickcenter.org).

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