

Good Shepherd Children & Family Services

Communications Coordinator

Good Shepherd Children & Family Services provides the highest quality foster care and treatment foster care, adoption, expectant parent counseling, maternity shelter, pregnancy services and advocacy.

Job Description:

The position is part time with the potential for full time. The position reports to the Executive Director and the Development Director. Primary responsibilities include managing the agency's electronic marketing to and communication with key constituencies. This includes marketing, fundraising communications, social media/website, public relations, design and creative services, and community relations. This position supports program directors and supervisors, Development staff and Executive Director in successful marketing of the agency and its services.

Qualifications for positions:

Proficiency in Microsoft Office Suite and one or more desktop publishing programs. Proficiency in website and social media platforms. Excellent written and presentation language skills. Proficiency in organizational skills. Articulate, confident, and credible spokesperson to media and public audiences. Knowledge of basic print, graphic design, and video production. Strong interpersonal skills. Ability to work independently, under deadlines, and as part of team. Ability to manage multiple tasks and priorities. Outcome oriented. Comfort in working closely with area Catholic parishes and parish groups. Minimum requirements include Bachelor's degree in communications, marketing, public relations, journalism, or related field preferred – other Bachelor's level or advanced degrees considered in light of relevant experience. Experience in fundraising, public relations, marketing, communications and/or media relations, preferably in a non-profit environment.

Salary competitive, based on education and experience.

Submit a resume and cover letter to:

Mike Whelan
Development Director
1340 Partridge Ave.
St. Louis, MO 63130
Fax: 314-854-5705
Email: mwhelan@ccstl.org

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