

**FRANCISCAN PROVINCE OF OUR LADY OF GUADALUPE**  
**1204 Stinson Street, SW**  
**ALBUQUERQUE, NM 87121-3440**

**ANNOUNCEMENT OF POSITION AVAILABILITY**

**POSITION TITLE:** Communications Director

**MAJOR DUTIES AND RESPONSIBILITIES:**

The Communications Director is responsible for the coordination, preparation, and dissemination of communications/public information and public relations between the Franciscan Province, its constituents, the media, and the community at large as directed. Assist in the promotion of the evangelization efforts of the Catholic Church through media ministry. A high level of professionalism, confidentiality, and customer service are required.

**QUALIFICATIONS:**

A. Education/Work Experience/Skills and Personal Requirements

- BA in English, journalism or related field
- Active member of a Roman Catholic parish faith community
- Experience in newspaper production, or equivalent
- Knowledge of church teachings
- Implementation of Vatican II principles
- Excellent writing skills
- Computer literate with knowledge of and experience with publishing/social media software
- Proven administrative skills
- Ability to coordinate, schedule and follow through on assignment
- Ability to project a professional, sincere and friendly manner
- Ability to work well with staff and supervisors
- Demonstrated ability to set priorities and organize work effectively and efficiently
- Ability to honor and maintain confidentiality
- Outstanding customer service attitude and work ethic with both external and internal customers
- Flexibility to work independently and as a team member
- Demonstrated sensitivity to a multicultural environment

**SPECIFIC DUTIES:**

- 1) Update and maintain [www.swfranciscans.org](http://www.swfranciscans.org)
- 2) Maintain Provincial Facebook page.
- 3) Upload videos to our Provincial YouTube channel.
- 4) The Padres' Trail (which is our Provincial Publication).
  - a. Create a layout template, including specializing columns, such as monthly profiles of various friars and/or ministries.
  - b. Interview/photograph friars and events.
  - c. Proofread prior to publication.
  - d. Gather or write articles, do the layout and prepare for mailing.
- 5) Issue press release to diocesan/secular publications for upcoming events.
- 6) Attend, photograph and create articles of provincial events for diocesan (or provincial) publications.
- 7) Direct inquiries seeking official statements to appropriate friars.
- 8) Participate actively in the ESC and US-6 Communicators phone conferences and face-to-face meetings.
- 9) Act as liaison with the US-6 Communicators, forwarding information to the friars of the Province from them and from the Province to them.

20 hours per week plus pro-rated benefits

Physical address: 1204 Stinson SW Albuquerque, NM 87121

**E-mail letter of interest and resume to:** [ofmprovsec@aol.com](mailto:ofmprovsec@aol.com)