CHRISTIAN BROTHERS CONFERENCE

LASALLIAN REGION OF NORTH AMERICA
RÉGION LASALLIENNE DE L'AMÉRIQUE DU NORD

COMMUNICATIONS SPECIALIST

Christian Brothers Conference
Washington, D.C.

OVERVIEW

Christian Brothers Conference has an immediate opening for a talented Communications Specialist who thrives in a fast-paced, creative environment. This role is a full-time position that offers opportunities for design, layout, editing, writing, social media and more. The Communications Specialist reports to the Director of Communications. Together, the communications team crafts internal and external messaging and materials, while working collaboratively with the various departments of Christian Brothers Conference and others in the wider Lasallian mission.

Christian Brothers Conference is the office for the Lasallian Region of North America of the De La Salle Christian Brothers (Institute of the Brothers of the Christian Schools). It provides programming and support for the four Districts (Provinces) of the Lasallian Region of North America and the more than 100 ministries in the Region (U.S. and Canada). The Lasallian mission is rooted in the vision and innovative spirit of Saint John Baptist de La Salle, patron saint of teachers, who founded the Institute in 1680.

PRIMARY RESPONSIBILITIES (include, but are not limited to):

- Design, layout and edit materials, including magazines, newsletters, fliers, programs, brochures, booklets, other publications, online graphics
- Manage website using WordPress
- Manage social media channels with a focus on Facebook and Twitter
- Assist with writing and editing printed and electronic materials
- Assist with internal and external communications, including media relations, marketing, advertising, social media and e-newsletters
- Assist with overall Communications Department operations
- Minimal travel nationally for coverage of Conference events

QUALIFICATIONS:

- Bachelor's degree
- Two to five years of related experience
- An eye for engaging layout and design
- Ability to work both independently and as part of a team
- Ability to prioritize, multitask and work under deadlines
- Attention to detail and accuracy
- Proficient in Microsoft Office, InDesign CC and Photoshop CC; knowledge of other Adobe CC apps
- Excellent written and verbal communication, organization and interpersonal skills
- Excellent proofreading skills
- Photography skills preferred
- Familiarity with WordPress preferred
- Familiarity with the Catholic faith and the Lasallian mission preferred
- Commitment to the Lasallian mission of providing a human and Christian education to the young, especially the poor

HOW TO APPLY:

This is a full-time position offering a competitive salary, health benefits, pension plan, 403b match and professional development. Our office is located at 415 Michigan Avenue NE, Suite 300, Washington, DC 20017. To apply, please email your resume, cover letter and samples of your design and writing work to communications@lasallian.info by August 30. Learn more about Christian Brothers Conference at www.lasallian.info.

LASALLIAN EDUCATION
Transforming Lives Since 1680