

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 (CBC) has an immediate opening for an ambitious and detail-oriented communications specialist who thrives in a fast-paced, creative environment. This role is a full-time position based in Washington, D.C. It offers a strong storyteller opportunities to write for web and print, develop and manage social media strategies and content, and stretch their creativity using Adobe products for a variety of print and online materials. The communications specialist reports to the director of communications. Together, they craft external and internal messaging and materials, while working collaboratively with the various CBC departments and others in the worldwide Lasallian mission.

CBC 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 primarily in the 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 to provide a human and Christian education to the young, especially the poor.

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

- Write stories for www.Lasallian.info and [De La Salle Today magazine](http://DeLaSalleToday.com)
- Create materials for and lead production of e-newsletters
- Update website using WordPress
- Manage and improve social media presence with a focus on [Facebook](https://www.facebook.com) and [Twitter](https://twitter.com)
- Design, lay out and edit materials, including fliers, conference programs, brochures, graphics and more
- Assist with other internal and external communications, including media relations, marketing and advertising
- Assist with overall Communications Department operations, including fulfilling bookstore orders, assisting with IT responsibilities and completing other tasks as assigned
- Minimal travel nationally for coverage of Conference events

QUALIFICATIONS:

- Bachelor's degree
- At least two years of relevant experience
- Excellent writing and editing skills with attention to detail and accuracy
- Excellent written and verbal communication, organization and interpersonal skills
- Ability to prioritize, multitask and work under deadlines
- Ability to work both independently and as part of a team
- Experience creating content for and managing social media
- Experience creating engaging layouts for graphics and print materials
- Proficient in Microsoft Office, InDesign CC and Photoshop CC; knowledge of other Adobe CC apps
- Photography skills preferred
- Familiarity with WordPress preferred
- Familiarity with the Catholic faith and the Lasallian mission preferred

HOW TO APPLY:

This is a full-time position offering a competitive salary, health benefits, pension plan, 403b employer contribution and professional development. Our office is located at 415 Michigan Avenue NE, Suite 300, Washington, D.C. 20017. To apply, email your resume, cover letter and samples of your writing and design work to communications@lasallian.info. Our priority deadline is December 17, but we will accept applications until the position is filled. Learn more about Christian Brothers Conference at www.Lasallian.info.