



PROVINCE OF SAINT BONAVENTURE
ORDER OF FRIARS MINOR CONVENTUAL

Office of the Province

6107 N. Kenmore Avenue
Chicago, IL 60660-2722

franciscancommunity.org

872-325-6518

Vocations Communications Coordinator

JOB SUMMARY: The Conventual Franciscan Friars are seeking a Communications Coordinator to support the Vocation Office of Saint Bonaventure Province. (The Vocation Office works with men who are considering entering the Franciscan Order.) The Coordinator serves as lead staff person for developing and implementing the office's communications strategy.

The worldwide Franciscan Order is a Roman Catholic religious order. Our Chicago-based Province was established in 1939 to serve the Midwestern region of the United States.

TERMS & CONDITIONS: Compensation \$35/per hour and working 8 hours per week. Reports to Vocation Director, Br. Bernard Mary Fonkalsrud, OFM Conv.

JOB DUTIES:

- Develop and execute a digital communications strategy to grow online visibility of the Order and increase vocation inquiries for the Conventual Franciscan Friars.
- Manage the Province's website and social media platforms.
- Coordinate with provincial leadership, friars, and relevant staff to create on-going content for the website, social media, and newsletter (The Seraph).
- Edit videos for use on social media and the website.
- Regularly collaborate with the Director of Mission Advancement to support fundraising and development efforts.
- Other assignments consistent with the general duties of position as they arise.

QUALIFICATIONS & REQUIREMENTS:

- Experience: 1 year minimum of work experience in related communication field or equivalent educational experience.
- Knowledge: Understanding of Microsoft's Office 365 Suite, basic computer programs, and design software (i.e. Canva, One Drive, Outlook). Experience with popular platforms and apps (i.e. Buffer, Facebook, Instagram, WordPress, Mailchimp). Understanding of and appreciation for the Roman Catholic Church and universal Catholic faith.
- Skills and Abilities: Excellent written and verbal communication skills. Strong design, copy editing, and project management skills.
- VIRTUS certification preferred, and passing a criminal background check is required.
- Position requires lifting/pushing/pulling 10-15 pounds and negotiating stairs.

APPLY: Email a copy of your cover letter, resume, and two examples of past work (ideally one written and one visual) to Vocation Director, Br. Bernard Mary Fonkalsrud, OFM Conv. at friarvocations@franciscancommunity.org.