



Sisters of Charity Federation
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June 2018

Daughters of Charity,
Province of Los Altos Hills

Daughters of Charity,
Province of St. Louise

Sisters of Charity of
Nazareth, KY

Sisters of Charity of Our Lady
of Mercy, Charleston, SC

Sisters of Charity of St.
Vincent de Paul of
New York, NY

Sisters of Charity of
Leavenworth, KS

Sisters of Charity of
Cincinnati, OH

Sisters of Charity of the
Immaculate Conception,
Saint John, NB

Sisters of Charity of
St. Vincent de Paul of
Halifax, NS

Sisters of Charity of St.
Elizabeth,
Convent Station, NJ

Sisters of Charity
of Seton Hill,
Greensburg, PA

Sisters of St. Martha,
Antigonish, NS

Les Religieuses de Notre
Dame du Sacré-Coeur,
Moncton, NB

Sisters of St. Martha of
Prince Edward Island, PEI

Job Opening

Communications Coordinator

The Sisters of Charity Federation has an opening for a part-time, non-exempt employee position of Sisters of Charity Federation **Communications Coordinator**. The Coordinator is responsible for promoting the mission and vision of the Federation in relationship to the board, communicators, archivists and members. The communicator will know and understand the roles, charism and histories of each of the congregations in the Federation and articulate the rich history of the Federation.

The Coordinator assists the Executive Director planning, organizing and implementing effective communication programs to support the impact and visibility of the Sisters of Charity Federation. This high profile position requires strong discretionary skills relevant to dissemination of information for internal and external audiences.

The successful candidate will possess the following:

- ❖ Bachelor's Degree in a relevant field of study (Journalism, Communications and English)
- ❖ A minimum of one to two years demonstrated experience in website content creation and posting
- ❖ Experience in WordPress and social media
- ❖ Experience in InDesign and Photoshop as well as photography and video geography is desirable.
- ❖ Proficiency in various social media platforms and internet applications, SEO and content management systems
- ❖ Strong written and verbal communications skills
- ❖ Work independently yet in connection with a nearby Communications Office of a Federation congregation
- ❖ Time management and organizational skills
- ❖ Ability to interact with Sisters and staff persons in person, via e-mail and by telephone and be available to travel as required

Applications, resumes, and a link to a digital portfolio of your work may be forwarded to Sister Grace Hartzog at ghartzog@sistersofcharityfederation.org by June 30, 2018.