

Immediate Opportunity to Join the St. Jude League Team!

Digital Content Specialist

The National Shrine of St. Jude has an immediate opening for a full-time **Digital Content Specialist** who develops, compiles, and executes content for all social media, digital platforms and email communications that support the devotion to St. Jude. Strong knowledge and demonstrated use of social media/digital platforms and excellent written/verbal communication skills are necessary to be successful in this position. A detail-oriented multi-tasker with meticulous follow-thru skills is essential. This position relies upon ongoing team collaboration and communication with peers. The ideal candidate will formulate recommendations for program development on an ongoing basis.

Main Accountabilities:

- Develops, compiles, and executes content for all social media platforms.
- Manages the social media schedule.
- Reviews email-marketing messages and integrates content into social media.
- Maintains existing and emerging communication technologies.
- Performs website updates and maintenance.
- Formulates recommendations for program development on an on-going basis.
- Responds to customer and devotee requests on social media and via email.
- Travels to and from the National Shrine of St. Jude (located in Chicago) for various events and holidays.

Qualifications:

- Bachelor's degree in English, communications, journalism or related field and 1-3 years of experience.
- Well-versed in a variety of social media platforms including Facebook, Twitter, Instagram, Pinterest, and YouTube.
- Strong written and verbal communication skills.
- Microsoft Office proficiency.
- Adobe Creative Suite (Photoshop, InDesign, Illustrator) knowledge a plus.
- Basic video production skills a plus.
- Ability to use website maintenance and CRM interfaces.
- Experience with project management.
- Social media certification (Facebook, Google Analytics, WordPress, etc.) a plus.
- Catholic or Christian perspective and interest necessary.
- Ability to travel to and from the National Shrine of St. Jude.

This is a hybrid remote/on-site position that offers a competitive hourly rate and a robust annual

paid time off package including 14 holidays, 80 hours of sick leave and a generous vacation accrual plan. BCBS Medical Insurance and Humana Dental Insurance options are available at 30 days of employment. Life insurance and medical disability insurance are included at no cost to the employee plus a 403(b) Retirement Plan managed through Merrill Lynch with an employer match.

For consideration, submit cover letter and resume to: hr@claretians.org

About the Employer:

The National Shrine of St. Jude is a ministry of the St. Jude League and an entity of the Claretian Missionaries, a Catholic organization of missionary priests and brothers serving poor Catholic and non-Catholic immigrants, youth, elderly, and families. Their ministries are offered throughout the world. For more information about the National Shrine of St. Jude, visit www.shrineofstjude.org.

Equal Opportunity Employer