

## **US Province of the Priests of the Sacred Heart**

### **Vocation Promotion, Marketing & Office Manager**

#### **Summary of Position**

The Vocation Promotion, Marketing & Office Manager supports the Vocation ministry and the Vocation Director of the US Province of the Priests of the Sacred Heart (Dehonians). This position will be the first point of contact between inquiries and the Vocation Office and serves as the primary content creator and creative designer for marketing campaigns. The position will manage first inquiries by phone/email, maintain regular contact and gather paperwork of applicants. The position will, with input from others, create marketing campaigns, content for advertisements and update literature. This position will need to learn the charism/spirituality, work and ministry of the US Province of the Priests of the Sacred Heart, its members, and corporate entities.

#### **Location:**

Province Vocation Office – Franklin, WI

#### **Employment Status:**

This is a full time (40 hours) exempt salary position.

#### **Accountability:**

Reports to the Vocation Director.

#### **Essential Functions:**

##### **In the area of Vocation Promotion:**

1. Greets visitors to the office, answers phone and responds to department emails.
2. Mails follow up information and questionnaire to initial inquiries.
3. Creates a file for each inquirer who returns a completed questionnaire.
4. Maintains regular contact by phone, mail, or text with inquirers; handles routing questions; documents all contact.
5. Updates the Vocation Director as inquirers express an interest in a personal visit.

##### **In the area of Vocation Marketing:**

6. Creates vocation materials and marketing campaigns; oversees the design process utilizing the input of the Vocation Director and the Province's Communication Director.
7. Creates engaging and compelling content for various channels, including the province website, social media, advertising, and other platforms.
8. Establishes and maintains our social media presence across different platforms under the guidance of the Province's Communication Director.
9. Works in collaboration with the Province's Communication Director.
10. Distributes campaigns, vocation materials and advertising programs by print and electronically.

##### **In the area of Office Management:**

11. Coordinates schedules and travel arrangements for "Come and See" events and Admission Weekends.
12. Prepares and oversees the budget, monitors monthly expenditures and contacts the Vocation Director when budget questions arise.
13. Verifies that all paperwork and documents needed for the pre-Board and Admission Board have been received. Coordinates the copying and distribution of the same.
14. Purchases office equipment and supplies as necessary in communication with the Vocation Director.
15. Serves as a resource to the Vocation Director.

**Other Functions:**

1. Performs other duties as required.

**Physical Demands:**

1. Uses both hands and wrists repetitively for prolonged periods.
2. Occasionally required to lift up to 20 pounds.
3. Ability to sit and stand for prolonged periods of time.

**Qualifications:**

1. Practicing Catholic with a zeal to foster vocations to the priesthood and religious life.
2. Proven office management experience and skills.
3. Ability to create original and professional correspondence; excellent written and verbal skills in English; other language skills an asset.
4. Highly organized and detail oriented; ability to manage multiple projects simultaneously.
5. Proficient in Microsoft Office, basic graphic design skills using Adobe Creative Cloud and Canva; ability to learn new technology skills when necessary.
6. Requires knowledge of marketing, communications, and advertising.
7. Self-management and the ability to work independently, and the ability to work effectively as part of a team.
8. Must possess a valid driver's license.
9. Must have the ability to always maintain confidentiality and have a high degree of integrity.
10. Must be willing to occasionally work outside of normal working hours, nights and weekends and travel as needed.

**Education:**

1. Bachelor's degree or equivalent required with a minimum of 2 years' experience.

Applicants can apply through the job posting on Indeed.com. or click [Here](#)