



Cretin-Derham Hall

Co-sponsored by the Sisters of St. Joseph of Carondelet and the Brothers of the Christian Schools

Cretin-Derham Hall is a Catholic co-educational high school serving 900+ students in grades nine through twelve, located on a large campus in the residential neighborhood of Highland Park in St. Paul. Co-sponsored by the Brothers of the Christian Schools and the Sisters of St. Joseph of Carondelet, Cretin-Derham Hall is committed to Christian values and academic excellence. We educate young men and women of diverse abilities, cultures, and socioeconomic backgrounds for opportunities in post-secondary education. We are committed to the values of Catholic, Academic, Leadership, Community, Service, Diversity, and Equity.

Publications Manager

The Publications Manager is responsible for telling the story of CDH to internal and external constituencies with primary responsibility for content creation for web-based News Hub, social media, and electronic publications. This position also maintains, updates and troubleshoots the CDH website. The Publications Manager is a full-time, exempt, year-round, benefit-eligible position working on-site and reporting to the Director of Communications.

Essential Functions

Communications and Marketing:

- Collaborate with the Director of Communications on the creation and dissemination of news, publications, emails, News Hub pages
 - Provide 'journalistic' coverage of campus stories and ensure appropriate balance between all facets of school: Academics, Athletics, Arts, and Faith, Alumni and more
 - Act as the primary photographer and manage photo database for department
 - Provide editorial support to the CDH magazine and annual report
- Enhance CDH's social media presence, outreach and engagement
- Coordinate video projects, with primary responsibility for smaller in-house projects and contract vendor management
- Provide communications support to Advancement and Admissions projects/events
- Manage the student Communications Apprentice Program

Website (CMS):

- Create and manage the content/organization of the websites according to CDH brand and style standards
- Compile analytic reports on CDH websites: function, traffic, engagement and more

Required Knowledge, Skills and Abilities

- Excellent written and verbal communication skills
- Strong photography skills, with photo editing experience preferred
- Basic video skills, with video editing experience preferred
- Self-directed and able to solve problems, manage multiple tasks, and meet aggressive deadlines
- Demonstrated ability to be accountable and to take ownership of tasks
- High level of flexibility in terms of work schedule, including nights and weekends

Required Experience

- Bachelor's Degree in Communications, Marketing, Journalism or relevant field
- Website/CMS experience
- Editorial Writing, Photo and Copy-Editing experience

Preferred Education and Experience

- Two years of experience in a similar role
- Experience using social media as a marketing tool and basic graphic design capability

The annual salary range for this position is \$55,000-65,000.

Application deadline – May 16, 2022

To apply, please send resume and cover letter to Regan McCormack, Human Resources Manager, at rmccormack@c-dh.org.