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OREGON

Date: 5/14/2021

Department of Catholic Schools Job Posting
O'Hara Catholic School, Eugene

Position title: **Communications Manager**

Position Start Date: **6/21/2021**

Application closing date: **5/25/2021**

Subjects: **Not applicable (non-teaching position)**

Full or Part-time: **Full-time**

Catholic required/preferred: **Catholic preferred**

Does this position require a teaching license? **No**

Communications Manager Job Posting (2021) O'Hara Catholic School is seeking a full-time communications manager who is excited about collaboration and growth. We are looking for an organized, motivated communicator who can balance routine communications outputs with creative new ideas to build community, engage internal and external audiences and showcase the school and its students. The individual must be a team player and collaborator. We're a small staff that works together to achieve our mission. This role is the first contact with potential parents, media and community members. The manager is responsible for developing effective messaging and communication strategies and will create or oversee the creation of promotional and informative materials. We are looking for a faith-filled person who is excited about Catholic education, who is a strong team player and has strengths with flexibility, time management, and dedication. The manager must have the ability to influence people, solve problems, troubleshoot, think creatively, and resolve conflicts.

Primary Responsibilities:

- **Work closely with the principal and advancement director to manage and execute communications with all stakeholders through a variety of channels.**
- **Conceptualize, plan and execute communication strategies across communications channels such as website, social media, mobile app, email, print magazine.**
- **Serve as first point-of-contact with potential families to coordinate admissions and enrollment information**
- **Edit and provide quality control for other's work with an ear and eye for voice and style and ensure all O'Hara Catholic School communications are high quality.**
- **Solve problems with an ability to see the big picture and also willing to roll up his or her sleeves and lead by example.**
- **Organize all communications efforts and prioritize projects while working on a deadline or in a fast-paced environment**

Qualifications:

- **Minimum three years of experience with a degree in communications, journalism, marketing, public relations (or related fields).**
- **High standards of accuracy and attention to detail.**
- **Excellent written communication skills, and skills in editing and proofreading.**
- **Strong verbal communication skills.**
- **Experience with digital and social media channels.**
- **Ability to work well with people at all levels, including children.**
- **Bilingual preferred.**
- **Catholic preferred.**

Details: Full-time, 12-month with flexibility during summer hours On-site at O'Hara Catholic School in Eugene, Oregon

To apply please send your resume and cover letter to Tammy Conway, Principal, at tconway@oharaschool.org.

Principal or Contact Person: **Tammy Conway**
School Name: **O'Hara Catholic School**
Address: **715 W. 18th AVE**
City, State, Zip: **Eugene, OR 97402**
Contact email: **tconway@oharaschool.org**
Contact Phone: **541-485-5291**