



Communications Manager

About Us

Saint Louise House provides long-term supportive housing to mothers and their children overcoming homelessness in Central Texas. With a deep belief in the power of women to transform their lives, their families, and our community, our proven program provides stable housing and wraparound services with highly individualized support that fosters education, financial literacy, strong family relationships and healthy living, leading to a lifetime of self-sufficiency. Our work is guided by our values of Strengths, Empowerment, Simplicity, Humility, and Effectiveness.

Job Description

The **Communications Manager** is a member of the Community of Support Team and is responsible for communications including the Saint Louise House brand, messaging, and outreach into the community. This position supports events, donor relations, and volunteer and program outreach through print, social, and other communications. The Communications Manager is responsible for ensuring that all messaging aligns with our brand and our values of Strengths, Empowerment, Simplicity, Humility, and Effectiveness.

Responsibilities

- Messaging – Work with Director of Community of Support to identify, articulate, and disseminate key messages through appropriate channels.
- Branding – Ensure consistency of Saint Louise House brand and values throughout all communications channels.
- Track community engagement with various communications channels and develop strategies for optimizing dissemination of our brand and key messages.
- Website – Maintain and continually improve website, working with website development contractor.
- Social Media – Maintain social media presence on Facebook and Instagram, improve community engagement through these platforms, and identify and implement strategies for using social media to better support our mission.
- Print Media – Create and distribute outreach materials such as Annual Report, direct mail campaigns, brochures, etc. Create and manage mailing lists in Salesforce and work with printer for printing and dissemination.
- Email – Create and send newsletters and other email communications through Constant Contact and maintain these email lists.
- Work with events committee and Director of Community of Support to develop and disseminate messages and materials related to events.
- Identify appropriate PR opportunities and coordinate response and participation in them.

Skills:

- Good organizational, planning, and coordination skills
- Ability to multi-task and re-prioritize as needed
- Desire to take full ownership of assigned projects and can work independently
- Ability to manage multiple projects simultaneously
- Possesses a sense of urgency; is self-motivated and detail-minded
- Strong interpersonal skills and ability to build collaborative relationships
- Good verbal presentation, group dynamic, and facilitation skills
- Proactive approach in resolving problems and issues

Education and Experience

- Required – Bachelor’s degree or equivalent experience
- Required – Minimum of two years’ experience in marketing, communication, or related field
- Preferred – Experience working in team environment
- Preferred - Experience with all types of social media (Facebook, Twitter, Instagram, etc.)

Benefits

Saint Louise House invests in our employees in many ways. We provide the tools and supports needed to all staff so that they can provide the highest quality of services. In addition to fostering a positive, learning, and supportive work environment, we also offer:

- Competitive Salary
- Paid Time Off (160 hours a year)
- Paid Holidays (10 days a year)
- Health / Dental / Vision Insurance
- Life and disability Insurance

Saint Louise House is committed to the recruitment, selection, development, and promotion of employees based on individual merit. Our policy is to provide equal employment opportunity to all people without regard to race, color, religion, sex, national origin, age, or disability.

To apply for position send Cover Letter and Resume to:

Robin Kamperman, Director of Operations at rkamperman@saintlouiseshouse.org

For more information about Saint Louise House, please visit www.saintlouiseshouse.org