



Dismas Ministry, Inc.

Our mission:

Dismas Ministry is a national, Catholic nonprofit that provides pastoral outreach – free bibles, prayer books, rosaries, and faith, prayer, bible, social teaching study courses – to Catholic prisoners, as well as to those of other faiths who request spiritual support. The mission also includes support to chaplains (Catholic and non-Catholic), regional Catholic prison ministries, families of incarcerated, and the general Catholic community.

Job Description: Communications Coordinator Internship

Job Summary:

Overall Responsibilities: Serve as a team player in the Dismas Ministry business operations to help support the mission. The Communications Coordinator will develop short- and long-term communications strategies that will enhance the organization's public profile and strengthen relationships with new and existing stakeholders. Working under the direct supervision of the Executive Director, the Communications Coordinator will contribute to organization-wide communications, and public relations efforts including print and social media, advertising, and digital fundraising campaigns.

The ideal candidate will be personable and responsible with the ability to grasp the ministry's mission within the overall mission of the Catholic Church. This individual will help build relationships, foster a sense of team, and promote the mission and values of Dismas Ministry.

Specific Responsibilities:

This list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary from time to time.

- Manage the Dismas Ministry web presence, including the main website. Maintain our social media presence across all digital channels. Measure and report on the performance of all digital marketing campaigns.
- Work collaboratively with Executive Director on developing and implementing a robust digital strategy to drive results around key organizational priorities.
- Develop effective digital marketing plans for ministry events, activities and programs.
- Support the fund development department in its communication efforts and provide accountability for implementation of fund development strategies and tactical action plans.
- Contribute to strategic planning efforts with the Executive Director in regard to mission and identity, particularly in working to enhance our Catholic identity and culture.
- Perform other duties and responsibilities, as requested.
- Participate in regularly scheduled meetings with staff members.

Required Skills and Competencies:

- Undergraduate or graduate student
- Experience in creating, managing, and posting web and social media content
- Knowledge of and experience in using WordPress
- HTML/CSS (beneficial, not necessary)
- Excellent organizational skills with strong attention to detail, self-driven, and can work independently
- Proven project management skills with the ability to multi-task
- Excellent oral and written communications skills
- Proficient in Microsoft Office (Word, PowerPoint, Excel, Outlook)

Location: Milwaukee, WI (Cardinal Stritch University campus)

Part-time: 8 – 12 hours/per week

Flexible scheduling: hours to be determined based on student's academic schedule

Application deadline: February 22, 2021

Please send cover letter, resume, and three professional references to: Ms. Tyler Curtis, Executive Director, at tyler.curtis@dismasministry.org