

OBLATE SERVICE CORPORATION

Oblate School of Theology

285 Oblate Drive San Antonio, TX 78216
Ph: (210) 341-1366 Web Site:www.ost.edu

JOB OPENING

The Oblate Service Corporation is seeking applicants for **MARKETING AND MEDIA SPECIALIST** position at the Oblate School of Theology (OST). The Oblate School of Theology is a graduate and professional school that provides education in Catholic theology for the church's mission and ministry in the world. An avenue to bring together diverse cultures, OST educates for mission.

POSITION: ***MARKETING AND MEDIA SPECIALIST***

POSITION STATUS: Full-Time, Exempt

SUMMARY: Under the creative direction of the OST Marketing Director, will manage the layout and graphic design of all digital and print marketing efforts. The Marketing and Media Specialist will also be responsible for creating and administering content on all social media platforms while also building an audience and ensuring customer engagement. The Specialist will also monitor site metrics and respond to reader comments. In addition, the MMS will be responsible for updating content (to include images) on the OST website and internal message boards. The Marketing and Media Specialist will serve as the liaison between the Marketing Office and OST Program Directors and outside vendors (e.g., printers, promotional companies, mail-houses, and print & digital publications). Create and design various materials for print and digital collateral. Responsible for the creative design, technical building and distribution of the electronic newsletters developed through the Marketing Office. Work with a wide range of media and use graphic design software. Adhere to the guidelines set out in the OST Style Guide. Create and post to social media platforms with regular frequency. Update Website content as needed. Ensure that all electronic content: is up-to-date and accurate; is well-crafted and engaging; meets OST style standards and is consistent with OST branding and marketing strategies. Prepares mass emails, mail merges, using Raiser's Edge, Mail Chimp, and Excel. Maintain and Update the Editorial Calendar for the Marketing Office. Ensure projects are completed with high quality and on schedule. Prioritize and manage multiple projects within design specifications and budget restrictions. Perform retouching and manipulation of images (as needed) Other duties as assigned.

WORK HOURS: Monday through Friday, 8 am to 5 pm, occasional evening and weekend work may be required.

EDUCATION/SKILLS: Bachelor's degree in graphic arts, design, communications, or related field. 2-4 years of experience in graphic design. Knowledge of layouts, graphic fundamentals, typography, print, and the web. Familiarity with HTML, WordPress, and CSS preferred. Knowledge of Adobe Photoshop, Illustrator, Sketch, InDesign, and other graphic design software. Knowledge of Hootsuite preferred (to be implemented in 2023). Compelling portfolio of work over a wide range of creative projects. Strong analytical skills. High-level organizational skills: ability to track projects, meet deadlines. Excellent eye for detail. Must have the ability to work collaboratively with a diverse and dynamic community; an effective team player with the ability to work in a challenging environment and multi-task effectively. Works well independently. Professional experience in a higher education setting. Video production (knowledge of Adobe Premiere) and photography experience preferred but not required. Experience working in a non-profit setting, preferred. Proficiency in Microsoft Office applications, required. Excellent verbal, written and interpersonal communication skills, required. Ability to work in a demanding and growing environment. Bilingual skills, (English and Spanish), preferred. High level of professionalism and service

JOB CLOSING DATE: Until Filled

Qualified candidates should Visit www.ost.edu to apply under the CAREER OPPORTUNITIES section.

Employee referrals are welcomed

Oblate Service Corporation and its affiliates are an Equal Opportunity Employer