



*Saint Meinrad*

## **Join our team as the Associate Director of Communications**

*Do you enjoy writing and photography? We're hiring an Associate Director of Communications.*

*This position would be responsible for working on a variety of projects for our Communications division of the Development Office.*

### **Primary duties include:**

- Research and writing copies for a variety of projects such as On the Hill newsletter, news releases, and annual reports*
- Proofread various documents and oversee website work*
- Photography – maintain equipment, photograph events/people, create slideshows, scan photos, film, and slides*
- Read newspapers and mark/clip items concerning Saint Meinrad*
- Serve as the producer of Echoes from the Bell Tower podcast*

*The ideal candidate would have a bachelor's degree or higher in Communications, Public Relations, or related field, at least 1 years' experience, ability to multitask, strong writing and editing skills, photography skills, and strong visual and analytical skills.*

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*We offer competitive wages, low-cost/low-deductible health care, on-site health services clinic, life and disability insurance, paid holidays and paid time off, a retirement plan, 5-star wellness program, free lunches and a unique sense of purpose that is hard to find.*

**To apply online, visit  
[www.saintmeinrad.org/jobs](http://www.saintmeinrad.org/jobs)  
or email [hr@saintmeinrad.edu](mailto:hr@saintmeinrad.edu)**