



September 2021

POSITION: Program Director

ACCOUNTABLE TO: Executive Director

POSITION PURPOSE:

Develop and implement theme-based content (podcasts, blogs, videos) by and about Catholic sisters worldwide. Organize and coordinate content, production, and marketing. Provide creative vision for programming for strategic planning and fundraising.

POSITION SUMMARY

The Program Director, working closely with A Nun's Life staff and reporting directly to the Executive Director, organizes, develops, and promotes content, manages content production and community engagement to expand and diversify both Catholic sisters' voices and A Nun's Life online audiences.

JOB RESPONSIBILITIES

1. Develop and organize the themes/topics and guests (10%)

- Create and maintain an annual schedule of topics and guests
- Identify the topic that each month's content will address
- Identify and organize Catholic sisters to participate in the content

2. Manage the production of content (30%)

- Manage all aspects of podcast production, such as scheduling guest and hosts, creating scripts, recording and editing audio, creating episode pages, maintaining the podcast release schedule
- Manage all aspects of blog production, such as providing writers' guidelines, scheduling bloggers, obtaining images, editing, and creating blog pages
- Manage consultants to assist with podcast, blog, and video production as needed

3. Manage community engagement (30%)

- Develop engagement strategies to build relationships between the online community and Catholic sisters across a variety of platforms, e.g., Facebook private group, livestreaming, etc.
- Manage engagement on all A Nun's Life social platforms and website

4. Market and promote all content (30%)

- Manage the content calendar, coordinating with the A Nun's Life team to schedule content release dates and promotion activities for all content
- Assist with advertising and promotion and with evaluation of results



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OUR MISSION

We help people discover and grow in their vocation by engaging questions about God, faith, and religious life. We do this by connecting Catholic sisters with a vibrant online community around finding meaning and joy in everyday life.

aNunsLife.org

HOURS

- Full-time salaried position
- Variable work schedule, which includes flexible M-F business hours, some evening and weekend commitments, and some travel
- Position may work remotely or in the A Nun's Life office

REQUIRED EXPERIENCE, KNOWLEDGE, AND SKILLS

- Undergraduate degree in broadcasting, marketing, public relations, or communications required; preference to graduate degree in one of these areas
- At least five years of experience with representing an organization online (website, social media, etc.)
- Excellent writing skills and significant writing experience
- Familiarity with podcasts, program formats, production methods, and platforms
- Strong project management skills and the ability to manage a high level of detail
- Ability to work with a range of technology and software (e.g., Microsoft Office for PC, photo editing, website content management, etc.)
- Ability to work effectively with a wide variety of people
- Deep interest in and commitment to the mission of A Nun's Life Ministry

TO APPLY

Please send cover letter and resume by email only to Sister Réjane Cytacki at sisterrejane@anunslife.org.

Interviews will begin October 18. The position start date is as early as November 15.

