

**Marketing Assistant
Catholic Schools Alliance
Diocese of Fall River**

The Diocese of Fall River, established on March 12, 1904, serves Southeastern Massachusetts, Cape Cod and the Islands, and covers 1,194 square miles. This Catholic community is divided into five territories or deaneries; has about 133 entities, such as schools, nursing homes, and cemeteries and 288,000 persons who worship in about 80 parishes and 11 mission churches.

The Diocese of Fall River's Catholic Schools Alliance has a unique opportunity for a talented and motivated marketing professional to work with its 18 Catholic elementary schools in Southeastern Massachusetts. The Marketing Assistant will report to the Catholic Schools Alliance's Vice President of Marketing and Corporate Partnerships. The Marketing Assistant will work 20 hours per week at the Catholic Schools Alliance's corporate office in Fall River.

Marketing Assistant Responsibilities:

- Assist Catholic Schools with the development and execution of an overall marketing plan and calendar based upon key dates and events
- Assess each of the Catholic schools' websites and update as needed based on established criteria
- Provide graphic design support for Catholic elementary schools as a liaison between graphic designer and the Catholic school
- Provide support with the development of social media calendars for Catholic elementary and middle schools
- Reach out to special projects as assigned by the Vice President of Marketing and Corporate Partnerships

Administrative Assistant Responsibilities:

- Provide phone and door coverage for the Catholic Schools Office
- Coordinate and post all job opportunities for the Catholic Schools Office, on both the CSO website and online sites such as School Spring, Indeed, etc.
- Provide assistance with special projects, such as designing invitations through online tools such as Greenvelope.
- Process PDP certificates as necessary for Catholic school faculty and staff
- Act as a back-up for processing of CORI background checks and receiving SAFIS fingerprint results. Enter information for new employees and CORI renewals in the eApps database.

Requirements:

- Marketing experience with exceptional communications skills
- Word Press experience is necessary
- Well-honed technology skills
- Creative and audacious
- Passionate about Catholic school education
- Bachelor's degree preferred
- Must be able to maintain confidentiality when dealing with sensitive data and employee background check information

Please submit your cover letter and resume to: Sandi Duxbury, Vice President of Marketing and Corporate Partnerships, Catholic Schools Office, 373 Elsbree Street, Fall River, MA 02720.

Equal Opportunity Employer