

## OLA Communications Officer



The Sisters of Our Lady of Apostles (OLA), Irish Province, wish to recruit a **Communications Officer**, working full time, based in Cork. We are an international group of Missionary Sisters who dedicate our lives to spreading the Good News of Jesus Christ, especially in Africa, and with particular attention to women.

### ***Key Responsibilities:***

- Research and Develop Social Media Strategy
- Design Promotional Material including newsletters
- Research with field workers to deliver feedback
- Create / maintain, audit and review all public content on Social Media Sites
- Engage in Dialogue and Monitor Online Activity
- Monitor Trends
- An ability to demonstrate versatility, and enjoy working in a multi-disciplinary environment
- All day to day administration in relation to Communication
- Establish and maintain good relationships with key members of the media
- Identify specific stories /works/angles that can be used to promote the work of the OLA
- Write press releases and articles to highlight the work of the OLA
- Handle media enquiries
- Act as spokesperson for the OLA if required
- Monitor and compile media coverage
- Build and maintain relationships with key groups involved in ministry
- Organise events to develop wider understanding of the work of the OLA

### ***Key Skills Required:***

- An appropriate third-level qualification (or equivalent)
- Strong IT Ability incl. software methodologies and social media tools / techniques
- Excellent written and oral communication skills
- Knowledge of graphic designing
- Knowledge of national and international social justice and development issues
- Familiarity with Catholic teaching on Mission
- Willingness and openness to understand and value Religious Life
- Experience of working with Non-Profit / Catholic group in a Developing Country preferable
- Thorough understanding of media
- Good knowledge of and contacts within media highly desirable
- Well organised, self-starter, team player and good networker
- Ability to work to tight deadlines
- Proven record of creativity
- Ability to be adaptable and willingness to work outside of normal office hours if required

**Interested applicants** should please send, via email, your CV, some samples of your own press releases and articles, and a covering letter with relevant references to:

**Provincial Leader, OLA Sisters, Ardfoyle Convent, Ballintemple, Cork**

Email: [prov@ardfoyle.com](mailto:prov@ardfoyle.com)

**Before: 24<sup>th</sup> April 2018**