

C O L L E G E O F  
**SAINT MARY**

*College of Saint Mary strives to create a safe, inclusive educational environment where every person's worth and dignity is valued and nurtured. Applicants representing diverse backgrounds and experiences are highly encouraged to apply.*

## **Public Relations Strategist & Content Writer**

**Are you looking for a vital role within a growing marketing and communications team?** If so, you might be perfect for our Public Relations & Content Writer position. This position will focus on maximizing the positive visibility of the University.

### **Our Idea of a Perfect Candidate Is Someone Who:**

- Is a highly motivated collaborator with a team-centered attitude.
- Gets excited about bringing innovative and fresh content ideas to help the University tell its story to prospective students.
- Has a high degree of creative writing, storytelling and editing skills.

### **Our Ideal Candidate's Education and Experience Include:**

- A bachelor's degree in journalism, public relations, English, marketing, advertising, communication, or a related field.
- At least four years of experience in journalism or public relations.

### **This Position Is Responsible For:**

- Developing, writing, and pitching stories of interest to area news outlets to build the University's brand and position and increase understanding and trust with stakeholders.
- Writing press releases, publication copy, newsletter/magazine articles, website copy, and other content as assigned.
- Interviewing faculty, staff and students for feature articles and marketing copy.
- Assisting with proofreading and fact-checking publication and website copy.
- Participating in the management of external and internal crisis communication as necessary.
- Tracking trends in higher education news.

### **Why You Want to Be on This Team:**

- You would be a part of a Mission-centered team, who work together to serve our community.
- You would enjoy full-time benefits including health insurance, paid time off, tuition remission programs, 403(b) with employer match, employee wellness time, and more!
- CSM is committed to supporting the work-life balance of its faculty and staff.

### **Application**

Please have a resume, cover letter, and contact information for three professional references, including one supervisor, ready to upload during the application process.

Please apply using the following link: [Public Relations Strategist & Content Writer](#)

*College of Saint Mary is a Catholic university providing access to education for women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, sexual orientation, gender identity, pregnancy, age, national origin, disability, veteran status, marital status or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.*