



## MOUNT ST. MARY'S SEMINARY & SCHOOL OF THEOLOGY

CINCINNATI + OHIO

### Mount St. Mary's Seminary & School of Theology

#### Director of Programming and Promotion for the School of Theology

Mount St. Mary's Seminary and School of Theology (MTSM) forms men and women to follow Christ faithfully and serve His mission by fulfilling their vocations in the Church.

Mount St. Mary's School of Theology is seeking a **full-time Director of Programming and Promotion** who will report to the Dean of the School of Theology.

#### Role

The Director of Programming and Promotion is responsible for

- (1) **Programming:** In collaboration with the Dean of the School of Theology, the director will devise programming for parish staff members, school personnel, and interested Catholics.
- (2) **Promotion:** In collaboration with the Dean of the School of Theology and the Marketing and Communications Specialist, the director will develop marketing materials and outreach plans for School of Theology programs, including internet and social media platforms.
- (3) **Retention and Student Accompaniment:** the director will maintain the lines of communication between the administration and School of Theology students from inquiry through program completion, and suggest to the Dean of the School of Theology extracurricular student programming and events.

#### Skills & Experience

- A minimum of a bachelor's degree in theology, education, marketing, communications, or a related discipline.
- Creative and entrepreneurial thinking with strong organizational skills.
- Experience in marketing, communications, admissions, enrollment, or allied fields.
- Familiarity with ecclesiastical organizations and educational/formation programs.
- Excellent written, verbal, and electronic communication skills.
- Strong facility with Microsoft Office, databases, web authoring, and social media platforms.
- Commitment to supporting the MTSM mission.

Please send a cover letter, resume, and three professional references to [dendres@mtsm.org](mailto:dendres@mtsm.org). Applications will be considered until the position is filled.

*Employees of Mount St. Mary's Seminary & School of Theology will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of Mount St. Mary's Seminary & School of Theology. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing, including the use of social media or other digital technologies.*