

PROVINCIAL COMMUNICATION ASSISTANT CONSULTANCY ROLE DESCRIPTION



ROLE TITLE: Communication Assistant for the Province of Europe

ROLE PURPOSE: The Communication Assistant **supports** the planning, creation, and delivery of internal and external communications. This role helps ensure regular, effective and consistent engagement with stakeholders across multiple channels, including digital and print communications in the Province of Europe for the promotion of Marist life, mission, spirituality, and values.

KEY RESPONSIBILITIES:

1. WEBSITE

- Collate, edit and draft relevant **News** items from the Province and the Society worldwide
- Publish and schedule posts in the six languages of the Province using AI translation
- Oversee website **updates and content management**: keep the website content up to date and ensure it is functional, make necessary changes and adjustments as and when requested on the different language pages
- Provide content and editorial support: by drafting and editing content that reflects Catholic teaching and the Marist charism
- Help coordinate **translations** (proofreading where necessary) and multilingual content as required in the six languages of the European Province
- Develop further the **Resources** pages with country specific materials in different languages
- Facilitate connections to other relevant websites within Europe and in the wider Marist world through web-links and news sharing
- Improve **search engine optimisation** and apply relevant SEO techniques

2. DIGITAL & SOCIAL MEDIA COMMUNICATION

- Assist in creating a social media presence in a mission-focused manner
- Plan and create **regular posts** (on currently used platforms: Facebook, Instagram, YouTube) in collaboration with the communication team and others
- Generate new social media **content** in line with the Province's branding and communication plan e.g. videos, posts
- Publish and schedule posts across the different platforms in regular intervals e.g. Marist feast days, Advent/Lent, reflections, testimonies
- Share relevant content from other social media sites within the Society and Marist missions
- Develop further the Province's Social Media strategy and utilise basic analytics tracking
- Monitor social media channels and online engagement related to the Congregation and its ministries with the aim of building an audience
- Help maintain an archive of digital content (photos, documents, videos)

3. INTERNAL COMMUNICATION - WHATSUP

- Assist with online internal communication between the Marist communities, including the production of the fortnightly WhatsUp bulletin in 6 languages in pdf and email formats
- Distribute communications to the appropriate recipients
- Maintain and develop contact lists and internal communication **databases** in compliance with GDPR

4. **SUPPORT FOR THE PROMOTION OF THE MARIST CHARISM:**

- Facilitate the sharing of the Marist spirit, charism, history and mission by opening doors towards the wider world
- Assist with communication related to events, retreats, and mission activities
- Oversee the preparation of promotional and informational materials for **vocation promotion and mission awareness** in consultation with the Vocation Commission e.g. design, produce and update vocation promotion materials, bookmarks, mission appeal materials
- Provide logistical and administrative support to the communications team as needed
- Assist with the **design** of other relevant **materials** such as Novena booklets, cards, newsletters, communication campaigns
- Help maintain brand consistency across all communication platforms and materials

REQUIRED QUALIFICATIONS & SKILLS:

- Degree or diploma in communication fields or extensive relevant experience.
- Familiarity with content management systems (CMS), email marketing tools, or design software (e.g., Canva, Adobe)
- Good understanding of digital communication tools and social media platforms
- Some familiarity with the Catholic Church, religious life, or ecclesial institutions
- Ability to work in English in collaboration with the communications team, and discreetly with confidential information
- Strong written communication skills, organizational and time-management skills
- Attention to detail and proofreading ability

DESIRABLE:

- Experience in communications, media, marketing, PR or administrative support within nonprofit or faith-based organizations
- Sensitivity to religious, cultural, and intercultural contexts
- Ability to work in more than one European language (e.g. English, French, Spanish, Italian, German)
- Knowledge of media relations or analytics tools
- Interest in storytelling, branding, and audience engagement

JOB DETAILS:

- Contract for the equivalent of 2-3 days ~ approx. 20 hours a week
- Remote working, flexible working hours may be required to support international communication needs and deadlines outside regular hours
- Reporting to the Provincial Superior or his delegate
- Remuneration in the range of 20-25 € per hour.

HOW TO APPLY:

Please send your CV (with reference information) and a covering letter outlining why you would be a good fit for the role. Send to: communications@maristeurope.eu

For more information about the role contact the email above.

Closing date: 4 March 2026.