

## Job Posting Form

Date Posted: February 15, 2012

Send Resume To: Sr. Avril Chin Fatt  
P.O. Box W  
St. Bonaventure, NY 14778

Type of Employment: Summer  Part-Time  Full-Time

Job Title of Open Position: Communications Director

Salary: Commensurate upon experience/education

Employer: Franciscan Sisters of Allegany, NY Department Generalate

Location Address: P.O. Box W., St. Bonaventure, NY 14778

### **Brief Job Description**

Manage the development, implementation and coordination of internal and external public relations and communication strategies with the goal of promoting the charism and mission of the Franciscan Sisters of Allegany.

### **Qualifications: Required Education/Experience**

- Minimum of a Bachelor's degree in communication, public relations or related field with at least two years experience.

### **Desired Skills**

- Superior and creative oral and written communication and presentation skills; ability to manage multiple tasks and meet deadlines.

E.O.E.

How to Apply: By Mail  E-Mail  Fax  as above, no later than March 15, 2012