Conception Abbey
Job Description
Updated: October 2026

Position Overview
Job Title: Communications Specialist II

Department: Development Office
Reports To: Director of Communications and Marketing
Status: Full-Time, Salaried

General Description
Conception Abbey has an opening in the Development Office for a **Communications Specialist**. This full-time position with benefits will focus on digital communication (website management, email marketing, and social media platforms), print communication, and graphic design. This position will focus on retail marketing for our Altar + Home ministry, along with our many other communications efforts campus-wide.

Our Communications team is looking for a self-starter who can think strategically and balance multiple projects at once. This person should be able to embrace the Catholic faith and Benedictine spirituality.

Key Responsibilities
- Carry out tasks and projects for the Office of Communications, prioritizing Altar + Home, department support, and Communications Office work.
- Communications Office work includes, but is not limited to, website management, email campaigns and marketing, social media posts, advertising, collateral creation, and carrying out work as directed by vision and strategy.
- Apostolate work and support include, but are not limited to, graphic design, print design, proactive planning, day-to-day support, email communications, social media posts, email marketing, daily reflections, and event communications.
- Carry out brand management in all areas of work, specifically Altar + Home and Conception Abbey. Work with the Director of Communications to ensure a cohesive and integrated message is used for campus pieces and promotion, and to create, implement, and update schedules, strategies, and pieces.
- Cross-train and coordinate with other members of the Communications team to offer support and expertise as needed, to benefit all of Conception Abbey and its ministries.

Qualifications & Skills
- **Education:** Bachelor's degree in Graphic Design, Fine Arts, Creative Arts, or a related field (Required).
- **Experience:** 3–5 years of professional design/industry experience (Preferred).
- **Software Proficiency:** Strong hands-on expertise with the **Adobe Creative Suite** (Photoshop, Illustrator, InDesign, etc.).
- **Mission Alignment:** Mission-minded individual who embraces and respects Catholic faith and Benedictine spirituality.
- **Project Management:** Highly self-motivated with strong administrative skills to drive products seamlessly from concept to completion.
- **Communication & Writing:** Strong written communication skills with ability to write both creatively and functionally
- **Detail & Vision:** Exceptional attention to fine detail paired with strong big-picture conceptual thinking.