

Diocese of Nashville

<https://dioceseofnashville.com/job/digital-marketing-coordinator/>

Digital Marketing Coordinator

Description

Father Ryan High School's Communications Department is seeking a Digital Marketing Coordinator to work closely with the Communications Manager and Director of Communications while collaborating with administration and other departments on marketing, admissions, and communications materials for the school. The Digital Marketing Coordinator will be successful if they are a highly motivated, creative, and detail-oriented individual with a passion for connecting with Father Ryan alumni, students, parents, past parents, prospective families, and friends. Authentic community involvement and participation, both online and offline, are integral to success.

The primary responsibilities include:

- Drafting and scheduling e-newsletters, designing and scheduling digital signage, creating and scheduling social media content, updating website content, and proofreading marketing materials.
- Designing various print materials and communicating with vendors for print projects.
- Monitoring analytics and maintaining spreadsheets to track e-newsletter efforts, social media efforts, media coverage efforts, and more.
- Photographing and videoing various school events and maintaining digital asset libraries.
- Conducting daily community management on social media channels and monitoring local news outlets for media coverage.
- Collaborating with faculty, staff, and administration to plan and execute photo/video opportunities and news stories for digital channels.
- Staying abreast of evolving marketing technology available to the industry and making recommendations to improve our marketing efforts.
- Fulfilling other responsibilities as determined by the Communications Manager and Director of Communications.

Requirements

The most qualified candidates will have:

- Bachelor's degree or higher in Communications, Journalism, Marketing, Public Relations, or English
- Minimum of 2 years relevant digital marketing experience, including social media, email marketing, and website management
- Strong short and long-form writing skills and knowledge of grammar
- Proven analytical and problem-solving skills
- Self-starter, detail-oriented, and deadline-driven
- Adept at handling projects from start to completion
- Proven skills in dealing with shifting priorities and the ability to remain flexible
- Outstanding organization, planning, and follow-up skills
- Ability to successfully prioritize and manage multiple simultaneous projects
- Photography, videography, and Canva experience

For more information: fatherryan.org/employment.

Hiring organization

Father Ryan High School

Job Location

Nashville, TN

Date posted

May 27, 2025

Valid through

25.09.2025

To Apply, visit:

<https://recruiting.paylocity.com/Recruiting/Jobs/Apply/3262910>

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