



Cretin-Derham Hall

Co-sponsored by the Sisters of St. Joseph of Carondelet and the Brothers of the Christian Schools

JOB DESCRIPTION

Job Title: Communications Specialist & Work Study Manager	Employment Status: FT – 12 months
Department: Communications	FLSA Status: Exempt
Reports to: Director of Communications	Prepared By: Human Resources
Direct Reports: Student Work Team	Date: June 2026

Cretin-Derham Hall is a Catholic co-educational high school serving students in grades nine through twelve. Co-sponsored by the Brothers of the Christian Schools and the Sisters of St. Joseph of Carondelet, Cretin-Derham Hall is committed to Christian values and academic excellence. We educate young men and women of diverse abilities, cultures, and socioeconomic backgrounds for opportunities in post-secondary education. We are committed to the values of Catholic, Academic, Leadership, Community, Service, Diversity, and Equity.

Position Summary

The Communications Specialist & Work Study Manager is responsible for producing visual and digital media highlighting the vibrancy of CDH in support of our strategic marketing and communications plan and our mission. This position creates engaging digital content across multiple platforms, manages CDH's social media presence and supports marketing efforts. Additionally, as the Work Study Manager, this position manages and mentors a team of student workers across multiple departments (Advancement, Admissions, Communications, and Athletics/Activities) who assist with content creation, photography, videography, graphic design and social media account management.

Essential Functions

This job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee in this position. Activities, duties, and responsibilities may change at any time with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Communications Specialist

- Collaborate with the Communications and Marketing team to determine CDH's digital identity and presence.
- Capture, edit and produce engaging visual and digital media that highlight student participation and achievements in Academics, JROTC, Fine and Performing Arts, and Athletics & Activities.
- Work closely with leaders across all departments to ensure that visual and digital media content enhances awareness and affinity for CDH among the school community, prospective families, alumni, and friends of the school.
- Manage and update CDH social media accounts and Athletics website in accordance with CDH policies, style guide and branding standards.
- Prepare editorial-style articles and other written content for digital and print media.
- Organize and maintain Athletics & Activities photo archive.
- Act as the primary liaison between the Communications and Athletic departments.
- Support media relations at the direction of the Directors of Communications and Athletics.

Work Study Manager

- Coordinate the recruitment, orientation, and placement of student workers in multiple departments, including Academics, Advancement, Admissions, Communications, and Athletics & Activities, ensuring

placements are in alignment with students' interests, skills, and experience.

- Manage day-to-day operations of the program, providing ongoing guidance, mentorship, training, and supervision for student workers.
- Oversee performance management and evaluations.
- Collaborate with the Facilities Department, to develop and implement employment processes and continuous improvement practices that lead to student, departmental, and mission success.
- Collaborate with departmental leaders to ensure supervisors set clear expectations, provide productive training, set achievable goals, and provide timely and constructive feedback for student worker teams to ensure a productive and meaningful experience.
- Develop and utilize systems to manage and maintain critical information on student outcomes.

Competencies

- Proven attention to detail, time management, administrative, and problem-solving skills
- Excellent written and oral communication skills
- Demonstrated ability to use writing and visual imagery to effectively communicate for print and digital media
- Proficiency in Microsoft Office, Google Workspace, and other position-specific software programs
- Ability to effectively and tactfully communicate with various constituencies including students, faculty, staff, families, alumni, and vendors
- Ability to work in a collaborative environment with diverse individuals and groups
- Commitment to the highest professional and ethical standards

Supervision

This position reports to the Director of Marketing and Communications. Day to day supervision will be minimal with assistance as needed and regular meetings to review project status and priorities.

This position works in collaboration with the Director of Facilities and supervises the students in the Work Study program across numerous departments.

Work Environment

This position operates in a professional office environment and routinely uses standard office equipment.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to verbally communicate with others.

This is primarily a sedentary role, which requires the employee to sit at a desk for consecutive hours at a time using a computer and other office equipment. Additional physical requirements include occasional walking, bending, crouching, reaching, and lifting.

Expected Hours of Work

Typical work days and times for this position are Monday through Friday, 10:00 AM-6:00 PM. Evening and weekend work will be required as job duties demand.

Required Education and Experience

All employees of CDH are required to successfully complete the "Essential 3" requirements set forth by the Archdiocese of St. Paul and Minneapolis prior to beginning their employment. Employees must remain in compliance with these requirements throughout their employment at CDH.

- Bachelor's degree in Communications, Public Relations, Marketing, Journalism or related field
- A minimum of three years of professional experience in Communications, Public Relations, Development or related fields
- Proficiency in photography, including the use of professional camera equipment and an understanding of composition, lighting, and quality imagery
- Proficiency in videography, including video editing

Compensation

The salary range for this position is \$65,000 to \$75,000.

CDH offers a comprehensive benefits package that includes:

- Paid time off
- Health and dental insurance plans for individuals, spouses and families with employer premium contributions
- Employer-paid Life/AD&D and long term disability insurance
- Employee-paid additional insurance plans for individuals, spouses and families, including vision, FSA, critical illness, accident and voluntary life/AD&D
- 403(b) retirement plan with employer contribution
- CDH tuition remission

To apply, please send resume and letter of interest in a single PDF document to Regan McCormack, Human Resources Manager, at rmccormack@c-dh.org. The application deadline is Friday, July 10, 2026.