

**Job Description:**

The **Bilingual** (Spanish/English) **Content Passioneer** reports directly to the Content Engagement Director. This person is entrusted to curate, create, and acquire quality content (text, image, audio, video) and masterfully edit it for alignment with the style and voice of Saint Mary’s Press; interact and engage directly with customers and potential customers, and translate learnings into products that surprise and delight the marketplace; collaborate with product passioneers and project-team members to ensure that products invite, compel, challenge, and engage young people and set their hearts on fire.

It is essential that this position be able to complete and support the following functions:

* Curate, create, and acquire quality content for a diverse line of products.
* Shape, edit, and mold (i.e., develop) the full spectrum of product content (text, image, audio, video, tbd$) $for$—$or to ensure compatibility with—the standards and mission of Saint Mary’s Press.
* Ensure all necessary content is developed and written in such a way as to procure the “declaration of conformity” while retaining the voice of SMP.
* Work directly with potential authors and/or editors to negotiate contracts, maintain deadlines, and communicate the Saint Mary’s Press voice and vision for all products.
* Uphold the Saint Mary’s Press standards and practices for archiving, licensing, permissions, and copyright standards.
* Interact and engage directly with customers utilizing the best practices of user-centered design and established internal standards; fulfill required site-observation goals and integrate learnings into all phases of product development.
* Be present and actively engaged at conferences and customer site visits, and maintain customer engagement through social media and an online presence. *(occasional travel required)*
* Participate as a collaborative project-team member, bringing energy, enthusiasm, and passion to the product development process.
* Implement product plans, visions, and innovation directions that fulfill the mission, delight the customers, and support the sustainability of Saint Mary’s Press.
* Prepare content and metadata to comply with content-management-system requirements.
* Learn and innovate new ways of approaching product development in order to uphold the authentic, non-replicable Saint Mary’s Press brand.
* Meet or exceed publishing plan guidelines for development and transmittal of content.
* Other duties as assigned.

To support the functions listed above, a person in this role should possess the following knowledge and skills:

* English and Spanish fluency required
* Passion for educating young people in creative and engaging ways
* Advanced degree in theology, pastoral ministry, or a related field
* 5+ years experience in Catholic ministry (parish, school, other)
* Knowledge of Catholic theology
* Understanding of and experience in the Catholic school and parish marketplaces and understanding of Saint Mary’s Press customers
* Demonstrated creative problem-solving skills
* Excellent interpersonal skills and ability to work with a wide variety of individuals with diverse expertise
* Excellent written and communication skills
* Attention to detail and ability to handle multiple projects simultaneously
* Ability to think strategically and execute plans accordingly
* Able to demonstrate critical-thinking and analysis skills
* Knowledge of or curiosity to learn about current and ever-changing technologies
* Knowledge of print and digital content areas
* Desire to learn about and support the Lasallian mission