

THE CATHOLIC CENTER AT THE UNIVERSITY OF GEORGIA

The Catholic Center at the University of Georgia is seeking a part-time Marketing & Communications Specialist. This role is intended for college students.

Job Summary

The Marketing & Communications Specialist creates and implements strategies to promote and invite others into the Catholic Center community. The position aims to enhance brand visibility and drive engagement.

Key Responsibilities

- Communicate to various constituents: incoming freshmen, current students, alumni, parents of students/alumni, benefactors, and resident members
- Write, design, print, and mail an annual magazine
- Create content for our Facebook page that promotes Catholic Center events, fosters a sense of community/engagement, celebrates liturgical holidays/feast days, and provides spiritual formation
- Create emails and email campaigns for events and news
- Plan, coordinate, and communicate major events, notably Family Weekend and the May baccalaureate celebration
- Develop professional communications materials for everyday usage and special occasions, such as cards, brochures, signage/flyers, banners, email signatures, letterheads, etc. with brand consistency
- Update and upkeep the Catholic Center brand/visual identity across all print and digital marketing collateral
- Maintain the website, keeping it up-to-date and adding/editing content as needed
- Advertise job openings
- Inform students of Catholic Center events/news/information by sending requests to the CSA Marketing team
- Take pictures of Catholic Center events if/when available
- Support development-related initiatives where needed

Skills

- Graphic design (Canva, Procreate, Adobe suite, etc.)
- Strong verbal, visual, and written communication skills
- Project management
- Team coordination and collaboration

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- Creativity and innovation
- Can strategize with a “big picture” vision and an attention to detail

Qualifications

- Student studying public relations, marketing, communications, advertising or a related field
- A self-starter with a proactive work ethic and ability to manage multiple simultaneous projects
- Experience in marketing and communications
- Portfolio of graphic design and writing work
- Is comfortable working in Microsoft Office

Details

- **Position:** Part-time staff
- **Hours:** 15–20 hours per week
- **Schedule:** Flexible
- **Location:** In-person at The Catholic Center at UGA
- **Start date:** Summer 2026

Why Join Us?

- Gain valuable entry-level marketing and communications experience
- Enjoy a self-directed role with autonomy and creativity
- Incorporate your Catholic faith into your work
- Build your own schedule around your classes

How to Apply

If you are passionate about leveraging marketing and communications to serve the greater glory of God, we encourage you to apply! All offers of employment are contingent upon a satisfactory background check. For those interested in this opportunity, please submit your resume, a cover letter, and a portfolio of your design and writing work to bulletin@ccatuga.org. (Portfolios can be links to a website, links to a Google Drive, etc.)