
MRS. JILL G. CUSICK

jillcusick@yahoo.com | 507-340-4320 | [linkedin.com/in/jillgcusick](https://www.linkedin.com/in/jillgcusick) | Minnesota, Remote

DIRECTOR, COMMUNICATIONS + MARKETING MANAGER, SMALL BUSINESS CEO

Mission Minded: Laser focused on mission and goals that best serve organization and members within. Lead by example to encourage others to strategically work towards a plan that explores future-thinking concepts and principles for community growth and expanded services. Continuously secures basic program maintenance needs in order to focus on the mission.

Project Management: Coordinates and completes projects on time and within budget and within scope. Oversees all aspects of projects that impact all programs within my control. Sets deadlines, assigns responsibilities, and monitors progress of projects. Collaborates with other teams when necessary. Highly driven to personally complete projects effectively.

Servant Leadership: Recruits, trains, supports and retains teams of volunteer staff to operate multiple programs under my guidance. Develops flourishing teams to be highly motivated, driven disciples, and contributors within the community in which we serve, and beyond.

Value Differentiation: Successfully directs, facilitate, manages and executes all aspects of multiple programs under my control. Introduces social media, creates and develops content, and advances the use of virtual platforms. Focuses on and hosts community building events.

Program Results: Fosters a welcoming culture based on invitations and relationships; in alignment with growth mindset, implements and directs a strategy that expands the audience reach from hundreds to thousands, from local to world-wide. Efforts have resulted in double-digit program growth 2 years in-a-row, and increased family enrollment and participation.

SKILLS AND EXPERIENCE

Organized. Driven. Independent. Self-starter. Experience with computers, technology, and social media. Collaborator. Coordinator. Director. Manager. Administrator. Creator. Recruiter. Trainer. Flexible. Comfortable with public speaking. Strong written and oral communications. Creative thinker. Quick learner. Loyal. Passionate. Compassionate. Motivated. Honest. Hard worker. Active listener. Empath. Problem solver. Ability to type 73 WPM: 98% accuracy. Valid MN DL.

EDUCATION AND CERTIFICATIONS

Certificate in Parish Catechetical Leadership - Franciscan University of Steubenville, Online, 2023
Certificate in Church Management - Villanova University, Online, 2021
A.A. S. Degree in Marketing Management - South Central College, Minnesota, 2009
Diploma in General Education - Loyola Catholic High School, Minnesota, 2000

CAREER HISTORY

CEO, OWNER & OPERATOR (PT)

3/2015 - Present

JGC SMC (Jill Gerard Cusick - Social Media Coordinator), Mankato, Minnesota
Company provides social media coordination, along with marketing solutions and services, meeting the needs of other small businesses in Southern Minnesota and around the country.

DIRECTOR, FAITH FORMATION (FT)

7/2021 - 6/2023

ST. JOHN THE BAPTIST (Catholic Church), Mankato, Minnesota
Facilitated, managed, and supported all aspects of the daily operations of this program within the parish - accomplished by developing and offering multiple formative, supportive, social and service opportunities and events via various media platforms and in person. Main areas of responsibility included Sacramental Prep, Children's and Adult Faith Formation, and RCIA. Utilized Parish Soft Family Suite & Accounting software. Managed volunteers and all Virtus / Safe Environment requirements under my direction. FORMED Site Administrator. Worked closely with many volunteers, colleagues and extended Diocese of Winona-Rochester team members.

ADMINISTRATIVE ASSISTANT, PARISH OFFICE (FT)

3/2018 - 7/2021

MARYSBURG AND NATIVITY (Catholic Churches), Madison Lake, Minnesota
Facilitated, managed, and supported all aspects of the daily operations of this front office for the 2 parishes - accomplished by extending hospitality to all visitors, staff, volunteers, and parishioners, under the direction of the pastor. Professionally represented the parishes at multiple meetings and training sessions held within the Archdiocese. Coordinated and executed the overarching parish mission alongside the Finance and Pastoral Councils. Designed, drafted, and created all print, web, and social media-based marketing efforts and communications for the parishes. Gained experience with internal software systems; Parish Soft Family Suite & Accounting, acted as the Safe Environment Coordinator for both locations (Virtus), and worked closely with several volunteers, and Archdiocese of Saint Paul & Minneapolis team members.

ACCOUNT MANAGER. INTERNAL (FT)

5/2016 - 2/2018

CORPORATE GRAPHICS INTERNATIONAL / CGI (Taylor Corp.), North Mankato, Minnesota
Managed all aspects of daily operations of multiple large volume commercial print accounts - accomplished by extending social and commercial print expertise to clients by readily assisting and providing custom solutions with personal answers to meet needs with desirable results.

PERSONAL INTERESTS AND ACTIVITIES

Faith and family - first and foremost! Child of God. Blessed wife. Mother of 2. Life-long active member of the Catholic Church. Deep joy found in helping others. Excels at working from virtual remote home office. Loves the Minnesota North Shore and the BWCA. Enjoys supporting local non-profits, participating in the Mass at Church, building community, planning and hosting fun events that include everyone, being in the great outdoors, going for walks, baking, sharing talents, gardening, shopping for and giving gifts, and quality time with the Lord spent in prayer.