

JOB DESCRIPTION

MULTI -MEDIA COORDINATOR

Saint Edward the Confessor Church, Diocese of Orange

POSITION TITLE: Multi-Media Coordinator

STATUS: Full-time (30 hours per week); Non-exempt; Benefit-eligible

SUPERVISORY RESPONSIBILITY: Volunteers

REPORTS TO: Parish Services Manager

PRIMARY PURPOSE: Creates digital and physical graphic design materials, streams and records Sunday Masses, maintains website usability, captures media content as needed, and coordinates communications and publicity across a variety of media.

QUALIFICATIONS & EXPERIENCE:

REQUIRED: Working knowledge of Open Broadcaster Software (OBS) and professional video switchers; background working with live broadcasts, slide presentations/visuals, social media management, website development and best practices, print media, electronic newsletters, graphic design, and other digital communications; keen photography eye; excellent verbal/written/computer skills; strong interpersonal skills and can work well with other people, especially with diverse communities; minimum 3 years' experience.

DESIRED: Prior experience working in a faith environment; familiarity with photography and videography equipment, practicing Catholic.

EQUIPMENT OPERATED: Office and broadcast equipment

ESSENTIAL FUNCTIONS:

- Design weekly church bulletin
- Create and Schedule weekly social media posts
- Maintain office adherence to branding and voice
- Handle ongoing development and maintenance of Parish website.
- Livestream broadcast of Sunday Masses
- Adhere to publication deadlines
- Maintain office hours as determined by Parish needs
- Regular attendance

- Strong computer skills across a variety of platforms, including website development and design, social media, graphic design, electronic and print newsletters, photography and video editing

DUTIES AND RESPONSIBILITIES:

1. Creation/preparation of Sunday Mass visual content (slides) and incorporation with livestream broadcast; run livestream broadcast, including use of OBS, operation of cameras and switcher.
2. Coordinate content for all media platforms – broadcast, digital, social, print (bulletin) - under guidance and supervision of designated Parish staff.
3. Weekly maintenance of social media including appropriate responses to posts/comments.
4. Weekly maintenance and development on Parish website.
5. Work cooperatively with Pastor, Principal, staff and ministries to design and develop messaging as needed.
6. On-site photography of a variety of subjects, including day-to-day functions, special events, staff, ministries and more.
7. Troubleshoot audio-visual equipment as needs arise.
8. Communicate Parish, Deanery, Diocesan, Ministry and other important information to parishioners and the general public across all platforms as needed.
9. Follow Diocesan guidelines with regard to publicity and media contact.
10. Maintain necessary skills for use of a variety of media. Attend workshops, webinars and classes for training as needed.
11. Additional duties as assigned.

Approved by:
Date Prepared: