

<b>JOB DESCRIPTION</b>
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Diocese of Orange, #251 St. Timothy Church

**Date Prepared:** 12/24/2025

**Approved By:** Beverly Fisher  
Business Manager

**Date Issued:**

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Business Manager

**POSITION TITLE:** Full-Time Media Coordinator

**JOB CLASSIFICATION:** Non-exempt 30-40 hours per week

**DEPARTMENT:** Media

**REPORTS TO:** Pastor

**PAY RANGE:** \$22.00 - \$25.00 per hour, depending upon experience

**SUPERVISORY RESPONSIBILITY:** N/A

**INTERNAL/EXTERNAL CONTACTS:**

Clergy, Parish Staff, parishioners, volunteers, vendors

**SUMMARY OVERVIEW:**

Create and maintain external communications including digital, social, and print media.

**ESSENTIAL FUNCTIONS:**

Primary duties and responsibilities include:

- Coordinate with Pastor all Parish media content composed from staff and other ministry requests
- Review and edit designs for all Parish communication outlets including video announcements, bulletin, website, parish-wide emails, social media, information screens on campus, merchandise and printed material.
- Produce the weekly bulletin with content gathered from various ministries.
- Maintain Parish website.
- Film and edit weekly Mass announcements and Pastor Message.
- Photograph various Parish events on and off site for use in social media, bulletin, and website
- Create designs for and coordinate purchase of Parish branded merchandise and monitor inventory.

**QUALIFICATIONS & EXPERIENCE:**

**REQUIRED:**

- Marketing and social media experience.
- Strong communication and organizational skills.
- Video, photography and editing skills.
- Design software (Canva, Creative Cloud, etc.)
- Website maintenance (SquareSpace)
- Two years in Parish working environment.
- Advanced computer skills.

**DESIRED:**

- Degree in Marketing or similar preferred.
- Practicing Catholic with a deep understanding and love of our faith.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

<b>Typical Working Conditions:</b>	Mostly indoor and occasionally outdoor environment
<b>Equipment Used:</b>	Basic computer experience, headphones, cameras, gimbals, microphones, various video equipment, editing software, telephone.
<b>Essential Physical Tasks:</b>	Moving; remain stationary, either standing or sitting; reaching; walking between buildings; occasionally lifting/carrying materials weighing up to 30 lbs.