

<b><u>TITLE</u></b>	Multimedia Coordinator
<b><u>AGENCY</u></b>	Diocese of Joliet
<b><u>SUPERVISOR</u></b>	Director of Communications
<b><u>WORK SCHEDULE</u></b>	Full-time, Benefited, Exempt, 37.5 hours per week, Monday-Thursday, 8:00 a.m.-4:30 p.m. and Friday, 8:00 a.m.-1:00 p.m.

### **JOB SUMMARY**

The Multimedia Coordinator is responsible for producing and coordinating content for designated diocesan communication platforms. This position is an extension of the bishop's Ministry. The incumbent must have a willingness and ability to support the Mission of the Universal and Local Roman Catholic Church.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Produce content including video, audio, still photography and written content for diocesan communication platforms (website, podcast, social media, etc.).
- Produce long- and short-form video content in on-site studios or remote locations.
- Coordinate and produce special internal and/or external media projects.
- Maintain and manage all equipment used in the production of media content.

### **EDUCATION AND EXPERIENCE**

- Bachelor's degree or equivalent is required.
- Advanced graphic design skills in Adobe Creative Suite software preferred.
- Two (2) years of experience in social media management preferred.
- Two (2) years of experience in videography and video editing preferred.
- Two (2) years of experience developing web content preferred. Knowledge of Liferay a plus.
- Bilingual in English and Spanish a plus.

### **REQUIRED SKILLS AND ABILITIES**

- Understanding of the Catholic faith and terms associated with the faith.
- Knowledge of journalism ethical standards, AP Style guidelines, social media and web standards.
- Proficiency with social media and web analytical tools, as well as Windows, Microsoft Office, and word processing programs.
- Proficiency in still photography.
- Ability to develop content across multiple communication platforms.

***Apply for this position by sending a cover letter and resume to [mdellinger@dioceseofjoliet.org](mailto:mdellinger@dioceseofjoliet.org).***