

# Communications Content Technician

## Job Description:

Ideal candidate will be a creative, energetic team player with outstanding communication and technical skills with a passion for the Catholic faith. Position will be responsible for managing and executing the online and social media communication for St. Thomas More Catholic Parish.

Duties include maintaining parish website and regular communication using social media; photographer / videographer to include editing and creating visual /audio material. Duties will also include light office work as needed. Must be willing to work flexible hours.

## Job Requirements:

- Proficient in Adobe Creative Suite including Photoshop, InDesign, Illustrator and Premier Pro
- Proficient as a photographer, videographer and editor
- Strong expertise in WordPress 4.7.3
- Highly skilled in Facebook, Twitter, Microsoft Suite
- Excellent communication skills (verbal, written and interpersonal); includes strong skills of proofreading for grammar and spelling
- Experienced in developing effective messaging and sharing stories
- Strong visualization and creative skills
- Excellent organizational skills and attention to detail
- Proven experience managing multiple projects simultaneously
- Team oriented
- Able to work some evenings and weekends

To apply, please send your application letter and resume to: Irene @ [irenel@stthomasmore.org](mailto:irenel@stthomasmore.org)

No phone calls, please.