

Organization :

Iona Collaborative at Seminary of the Southwest

Position Seeking :

DIGITAL MEDIA SPECIALIST

Job Description :

DEPARTMENT: Iona Collaborative

APPOINTMENT: Full Time Position

REPORTS TO: Director of the Iona Center

DESCRIPTION OF POSITION: The Digital Media Specialist will be the Iona Center's digital communications team member. This person will be responsible for recording and editing teaching videos, maintaining the organization's WordPress website, marketing programs, creating print materials, social media presence, and teaching digital media skills on occasion to our constituents. Salary and benefits commensurate with experience.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Video creation and editing WordPress website maintenance
- Digital marketing and promotion programs and videos
- Layout and design for printed promotional materials
- Social media content creation
- Teaching rudimentary digital media skills to older adults

QUALIFICATIONS:

- Basic familiarity with the Christian Church and interest in the Episcopal Church
- Strong writing ability
- Production and basic graphic design skills; familiarity with Adobe products;
- Experience managing website content in WordPress
- Experience with video creation and editing (including sound)
- Highly creative while building and maintaining brand awareness
- Ability to work independently, collaboratively and efficiently
- Marketing or communications degree with at least 1-2 years of progressively responsible professional experience in marketing and/or communications
- Excellent organizational skills
- Willingness to support the character and mission of the seminary and Iona Center
- Effectively work with a diversity of people in a professional and collegial manner
- Must be responsible, reliable, flexible, discreet and able to maintain confidentiality

Professional Dispositions

The incumbent will exhibit qualities of emotional maturity, genuineness, self-confidence, common sense, good judgment, fairness, creativity, discretion, decisiveness, political savvy, diplomacy, tact, resiliency, adaptability, courage of convictions, and tolerance for ambiguity.

Demonstrated behavioral expectations include:

- Unquestioned integrity and trustworthiness
- Commitment to the seminary's mission and strategic plan
- Ability to make good, consistent, and fair decisions based on facts and data
- Ability to work with cross-functional teams and to foster teamwork

Working Environment

- Works primarily in a climate controlled indoor office environment with minimal risk of safety and health hazards
- Sedentary, sitting, walking, occasional lifting from floor, bending, frequent near vision use, occasional stress
- Traveling in aircraft and automobiles

Miscellaneous

- Valid driver's license
- Clear criminal background check prior to employment
- Ability and availability for professional business travel 10% to 20% of the time
- Availability for infrequent evening and weekend hours
- Participation in ongoing programs of continuing professional education

Three Key Responsibilities:

- Video Creation
- Website maintenance
- Digital communications and social media

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