The Episcopal Diocese of Texas
Job Description

Job Title: Social Media and Multimedia Specialist
Division: Communications
Reports to: Director of Communications
FLSA Status: Non-Exempt

GENERAL SUMMARY

Founded in 1836, the Episcopal Diocese of Texas serves over 150 churches across 57 counties in Texas. Headquartered in downtown Houston, we are seeking a Social Media and Multimedia Specialist to manage the organization of the diocese’s varied websites and platforms, and assist with other multimedia functions.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Social Media
- Develop a strategy to unify the diocese’s social media platforms and increase the traffic and followers across all platforms;
- Manage complex content management systems;
- Increase social media engagement, visits, and reach on all of the Bishop’s and the diocese’s web-based platforms- including blogs, Facebook, web-based articles, Twitter, websites, etc.;
- Unify/consolidate and meticulously maintain the Bishop’s websites, creating an intentional, cohesive, and intuitive cyber base for all messaging and products;
- Share the Bishop’s talking points via social media for all visitations and various presentations throughout the diocese;
- Amplify the diocesan vision in and through the management of a primary website on behalf of the Bishop (ex.: http://www.amplifiedchurch.com/); and
- Ability to train staff to effectively utilize social media.

Writing
- Possess exceptional writing skills

Website and Web-based tool development
- Ability to construct a website that is intuitive and easily navigable for the end user; and
- Ability to develop and utilize electronic templates for ongoing web-based communications.
**Videography and Photography**
- Ability to shoot and edit video as required; and
- Ability to capture meaningful images and edit such images, as necessary.

**EDUCATION AND TRAINING**
- Bachelor’s degree in Mass Communications or Marketing

**Software skills and qualifications required**
- MS Office Suite
- Adobe Premier and Adobe After Effects
- Photoshop and/or Lightroom
- Strong verbal and written communication skills
- Strong presentation skills

**Qualifications desired**
- 3-5 years professional experience in related field
- Flexibility to work outside normal business hours (Monday-Friday 9am-5pm), including some weekend and evening events.
- Commitment to Jesus Christ as Lord and vision of his work as the service of building the Kingdom of God
- Commitment to Diocesan Mission and Staff Core Values (Professionalism, Joy, Bridge-building, Humility, Integrity, and Creativity)
- Understanding of diocesan vision

**Physical demands and work environment:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions.
- Physical demands: While performing the duties of this job, the employee is often required to walk, sit, use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms, talk and hear. Employees must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by the job include close visions, distance visions, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Work environment: while performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.

**How to Apply**
Please e-mail resume and cover letter to: zturnbull@epicenter.org