

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