

## **Job Details**

**Job Location:** St. Thomas More Catholic Parish, Centennial, CO

### **Digital Media Coordinator**

St. Thomas More Catholic Parish is currently seeking a full-time Digital Media Coordinator. We are searching for candidates whose faith and relationship with Jesus Christ is the driving principle in their life and who act in accordance with the morals and values of the Catholic Church. If interested, please send an email to [klein.laura@stthomasmore.org](mailto:klein.laura@stthomasmore.org)

### **Responsibilities:**

- Maintain and update both parish and school websites.
- Publish Sunday homilies, presentations and other media on parish website.
- Update Vimeo and YouTube channels. Photograph and Video events for both parish and school.
- Create and edit visual and audio materials.
- Manage all posts on parish kiosks; update MyParish app weekly.
- Manage content to promote the Catholic faith and mission.
- Assist ministry leaders with various projects and events.
- Research and suggest document and digital asset management strategies.
- Create and manage Flocknote communication.
- Assist with Social Media posts.
- Some photography/ video projects for parish and school.

### **Requirements:**

- Undergraduate degree with two-five years' experience.
- Create and distribute digital communication for parish and school.
- Working knowledge of WordPress 6.0.
- Proficient in Adobe Creative Cloud including Premier Pro, Photoshop, After Effects and Illustrator.
- Proficient as a photographer, videographer, and editor.