

# Job Posting: Multimedia Communications Specialist

## Job Responsibilities

The full-time Multimedia Communications Specialist supports St. Martin's Episcopal Church, St. Martin's Episcopal Preschool, and the Hope and Healing Center & Institute by developing, managing and coordinating cohesive, consistent communications strategies and tactics that support programs and initiatives through photography, social media, website and video production, taking a center role in maintaining the St. Martin's website and social media platforms.

Working at St. Martin's is so much more than simply having a job! As part of St. Martin's family, employees not only receive a comprehensive benefits package that includes medical and dental insurance, generous time off, and fantastic retirement contributions; they also get to experience St. Martin's mission first-hand. Through their daily operations and by the power of the Holy Spirit, employees bring many people to know, love, and serve God as revealed through Jesus Christ; and transform them into spiritually renewed disciples of Jesus who know, love, and serve one another and the world.

## Essential Functions

1. Serves as videographer, photographer, video editor and content creator for worship services, communications projects and other events and activities.
2. Assists in developing St. Martin's social media strategy and presence by developing and implementing social media calendars, content, and strategies.
3. Assists in developing and maintaining websites with fresh photographic and video content.
4. Supports pre-production, production, and post video production for online, DVD, special event content capture, and other content through various media.
5. Sets up photography and video lighting, serves as a photographer and videographer for website features and other projects.
6. Acts as a technical and creative resource, assisting staff with video production.
7. Translates audio, video, graphics and digital animation and other digital media content for social media, web, and similar uses.
8. Streams worship services and other events as assigned.
9. Participates in development of marketing plans, social media calendars, digital communication projects and brand strategies.
10. Support the Mission and Core Values of St. Martin's Episcopal Church.
11. Drafts and curates digital content.
12. Perform additional duties as assigned.

## Skills and Qualifications

- Excellent technical abilities in photography, videography, Adobe products (or similar)
- Excellent written, verbal and visual communications, and story-telling abilities
- Able to work flexible hours, including every other Sunday from 8 a.m. to noon at The Church.
- Has a creative outlook.
- Manages stress and conflict well, is self-reflective, collaborative and takes direction well.
- Analytical and problem-solving skills
- Proficiency in producing multi-media digital content, and with maintenance and development of website content.
- Prefer candidates who identify as Christians.

## **Job Posting: Multimedia Communications Specialist**

### **Education and Experience**

Bachelor's degree in Photography, Videography, Digital Communications, Communications, Journalism, or closely related field required, prefer at least three years of relevant work experience. Non-profit experience helpful.

Experience with Social Media such as Facebook, Instagram, Twitter, LinkedIn, etc. and knowledge of scheduling tools. Experience adhering to organizational brand standards.

**Resumes may be emailed to [recruiter@stmartinsepiscopal.org](mailto:recruiter@stmartinsepiscopal.org)**