



Diocese of Laredo Job Announcement

Posting Date: April 12, 2024

Application Deadline: Until Filled

Position: Digital Media and Communications Specialist	FLSA Status: Non-Exempt
<p>Minimum Requirements: Bachelor’s degree in Communications, Journalism, Digital Media, or related field. Proven experience in digital content creation, including photography, videography, and editing. Strong writing and editing skills, with an ability to produce creative and engaging content. Proficiency in using digital media software (e.g., Adobe Creative Suite) and social media platforms. Excellent organizational and administrative skills, with an ability to manage multiple projects simultaneously. Strong interpersonal and communication skills, with an aptitude for collaborative work. Ability to work flexible hours, including evenings and weekends, for event coverage.</p> <p>Must travel to perform the essential duties of the position. Must be in full communion with the Catholic Church and have a thorough understanding of the Catholic faith.</p>	
Start Date: Immediate	Location: Communications Department
Position Status: Full-Time	Work Schedule: Mon-Fri., weekend work as needed

Position Summary:

We are seeking a dynamic and versatile Digital Media and Communications Specialist to lead our transition to a more digital-focused presence while maintaining and enhancing our traditional print magazine. This role requires a balance of creativity, technical skills, and administrative acumen, and is ideal for someone passionate about digital trends, multimedia storytelling, and effective communication.

Essential Duties, Functions and Responsibilities: (A complete position description is available at the HR Office.)

- Develop and execute a comprehensive digital media strategy that aligns with our mission and engages our audience across various platforms.
- Produce high-quality digital content, including taking photographs, shooting videos, and editing multimedia elements for online distribution.
- Craft compelling stories and creative written content for both our digital platforms and print magazine.
- Manage the editorial calendar for the magazine, ensuring timely and relevant content.
- Provide administrative support for the magazine, including content planning, editing, and coordinating with contributors.
- Stay abreast of the latest trends in digital media and suggest innovative ways to enhance our digital presence.
- Provide coverage of local news and events, including on-site reporting and story development.
- Assist in the management of our website and social media channels, ensuring consistent and engaging content.
- Collaborate with team members and external partners to develop and implement communication strategies.
- Perform other related duties as assigned to support the organization's communication goals.

Additional Skills, Certifications or Licenses Required:

- Maintain a valid Texas Driver License, evidence of state required vehicle insurance and reliable transportation.

Resumes are Not Accepted. Employment Application is required for consideration.

For Employment Application, visit www.dioceseoflaredo.org
For additional information, please contact:
Office of Human Resources - Diocese of Laredo
1901 Corpus Christi St.-Laredo, Texas 78043-(956) 727-2140

Benefits include shared cost medical and dental, plus retirement and life insurance, upon completion of eligibility period. Paid vacation leave, personal days and sick leave, upon completion of eligibility period. Paid Holidays and Holy Days, as designated by employer. Unique opportunities to participate in staff spiritual retreats, Catholic Mass and prayer. Join a team of individuals dedicated to providing service in a faith-filled work environment that promotes faithfulness, respect, joy and unity. Apply today.

We are the Diocese of Laredo!

The diocese reserves the right to revise, rescind or extend this job announcement