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| **Title:** | Digital Communications Associate | **Name:** |  |
| **Title of position you report to:** | Director of Advancement | **Work Schedule (and # hrs/wk.);** | 15 hours/week |

**GENERAL DESCRIPTION:** (what does your position exist to do)

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| Lead parish efforts in sharing the Catholic Faith and the parish story through live streaming and multi-media content development. |

**RESPONSIBILITIES:**

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| Work with the Communications Team to advance online engagement with existing parishioners and those new to the parish.  Manage and develop team of volunteers during the Saturday English and Spanish Livestream Mass.  Shoot and edit video projects and content for web site, online video channels (*Youtube and Vimeo*) and other social media distribution.  Work with Communications Team on the maintenance and development of the parish website. |

**EXPECTED RESULTS:** (What are the outcomes of your position if you perform it successfully)

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| * Engage website visitors and parishioners with engaging content * Create a dynamic and singular online experience through online liturgy * Effectively tell the stories of parishioners who have been impacted by their faith experience at the parish. |

**SKILLS NEEDED:**

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| * Must have significant experience or a degree in electronic media or similar field * Is proficient with online platforms Vimeo, Youtube, Facebook Live, Livestream Studio, Instagram. * Has familiarity with Wordpress and/or HTML/CSS Coding |

***ACCOUNTABILITY:***

**MINISTRIES FOR WHICH YOU ARE ACCOUNTABLE:**

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| Live streaming ministry  Website  Social Media Platforms |