



CATHOLIC PRO-LIFE COMMUNITY

RESPECT LIFE MINISTRY OF THE DIOCESE OF DALLAS

POSITION DESCRIPTION

TITLE	Digital Media Specialist	DEPARTMENT	Communications
DATE	August 26, 2021	LOCATION	CPLC Addison Office

GENERAL INTRODUCTION

The full-time position of Digital Media Specialist exists primarily to assist with carrying out the Mission of the Catholic Pro-Life Community. All employees and volunteers of the CPLC are to exercise faithful stewardship of the time, talent, and resources at their disposal and those of their co-workers in achieving the results that will be most worthy of the prayers, sacrifices, and generosity of our supporters.

SUMMARY OF POSITION

The Digital Media Specialist is a full-time position in the Communications Department of the Catholic Pro-Life Community. This position works out of the CPLC central office near Spring Valley and Midway in North Dallas. This position reports to the Director of Communications.

Essential Responsibilities and Duties

- Maintain and further develop social media presence and campaigns
- Assist with website management and updating
- Video filming and production, and photography of events
- Manage e-contacts and assist with creation of e-communications
- Assist with communications to parishes and organizations
- Maintain and schedule Zoom meetings
- Assist with event promotion, including creation of promotional and marketing materials
- Coordination of mailing and printing projects
- Support office management needs, including reception, maintaining office supply and equipment inventory, and facilitating interoffice / staff communication.
- And other duties as assigned by the Director of Communications

Key Qualifications:

- Acceptance of the magisterial teachings of the Catholic Church, particularly concerning life issues
- Ability and desire to support the mission of the Catholic Pro-Life Committee
- Computer literacy, including proficiency with Microsoft Office programs
- Professional experience with social media outlets (Facebook, Twitter, Instagram, etc.)

- Website content management experience
- Audiovisual (including videography) experience
- Above average oral and verbal communication
- Superior organization and clerical skills
- Bilingual in English and Spanish strongly preferred (written translations skills a plus)
- Active membership in a parish/faith community in good standing with the Church
- Compliance with the Diocese's Safe Environment Program

Additional Desired Skills:

- Proficient in Adobe Creative Suite
- Detail-oriented
- Creative and critical thinking
- Proactive problem-solving
- Ability to prioritize work assignments and meet deadlines in a timely, accurate manner
- Ability to function independently and as part of a team

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The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All representatives of the Catholic Pro-Life Community may be required to perform duties outside of their normal responsibilities from time to time as needed.