



ST. PETER CHANEL

Job Title: Media Specialist

Direct Support: Communications Team Leader & Director of Mission

Employment Type: Part-Time, some evenings and weekends

About the Role:

St Peter Chanel's parish vision is to see people fully alive, rooted in Christ, reflecting His love and mercy. Our mission is to Invite, Encounter, Equip, and Send Disciples of Jesus into the world. We're seeking a visual storyteller who understands the media's power in influencing a heart for Jesus. This role includes capturing the stories of our Church: the parishioners and people affected by their relationship with Christ. The Media Specialist is primarily responsible for the execution of print, digital, and multimedia projects. This is a part-time, hybrid role.

Key Responsibilities:

- Provide creative development and execution for marketing efforts through print design, digital media, and website management.
- Produce relevant media projects (video and digital) as assigned by the Communication Team Leader.
- Organize equipment before film shoots.
- Handle the film's technical aspects, including cameras, lighting, and design for single-camera and multi-camera productions.
- Handle post-production processes to ensure all work is delivered and fits within the vision of various projects.
- Ensure marketing brand standards are being met.
- Assist with website maintenance/management.
- Stay current on social media trends.
- Working with the Communication Team Leader to develop, layout, and execute the weekly parish bulletin.

Qualifications:

- Active Catholic in full communion with the Roman Catholic Church.
- 2+ years experience in graphic design/digital media, film production and post-production
- Portfolio available online.
- Proficient in Adobe Creative Suite, Canva, and Hootsuite.
- Knowledge of website maintenance.
- A strong conceptual thinker who possesses a wide range of design capabilities.
- Proven ability to develop projects as assigned.
- Handle post-production processes to ensure all work is delivered and fits within the vision of various projects.

How to Apply:

Are you interested? We'd like to get to know you. To start the conversation please send us your portfolio/work samples, cover letter, and resume to rob@stpeterchanel.org.

