

Digital Media Specialist

The Roman Catholic Archdiocese of San Francisco is seeking to fill a brand new position of Digital Media Specialist to support the digital communications of the Archdiocese. A successful candidate will be instrumental in defining the scope of activities for the position, which will encompass (but not be limited to):

- Video: shooting, production, equipment purchase, and editing for social media, Facebook Livestream, Cathedral Livestream, and tutorial videos
- Graphics: Photoshop Adobe CC (Photoshop, Illustrator, InDesign), primarily for web
- Audio: recording/processing/podcast creation (homilies, etc.)
- Leveraging digital assets across multiple platforms
- Tracking social media/website analytics
- Reputation management for the Archdiocese and Archbishop (e.g. Wikipedia, Yelp, Glassdoor, etc.)
- General support for the department

Qualifications

Excellent skills in written and spoken English; demonstrated capability in the areas listed above; bachelor's degree; familiarity with the teachings and practices of Roman Catholicism. Preference is given to candidates who meet all necessary requirements and also speak and write Spanish well. Must be well-organized, deadline-focused, and able to contribute cooperatively and confidently in a team environment.

About the Employer

This position is in the Communication Department of the Archdiocese of San Francisco, reporting to the Assistant Director. It is full-time (37.5 hrs/week) with excellent benefits and free on-site parking at the chancery, across the street from the Cathedral of Saint Mary of the Assumption at Gough & Geary Streets in San Francisco. Most Reverend Salvatore J. Cordileone is the Archbishop of San Francisco.

The Archdiocese's digital presence as currently managed through the Communication Department consists of

- Website, sfarchdiocese.org
- Social Media ([Facebook](#), [Twitter](#), [Instagram](#))
- Cathedral Livestream (via [YouTube](#))
- Podcast of Archbishop homilies (via [Libsyn](#))
- E-newsletter (weekly via Constant Contact)
- Television show "[Mosaic](#)" (monthly via CBS affiliate in their studio)
- Monitoring (via Alerts, Wikipedia Watchlist, Yelp)

The department also offers expertise to parishes and schools in each of these areas.

To apply, please send cover letter, resume, and completed [Employment Application](#) to Ms. Christine Escobar, Human Resources Manager, Archdiocese of San Francisco, One Peter Yorke Way, San Francisco, CA 94109 or careers@sfarch.org by March 5, 2019.