



Catholic Diocese of Columbus

Employment Opportunity

Date: May 23, 2024

Office: Communications

Position: Digital Media Coordinator

Deadline: Until filled

Status: Fulltime

Practicing Catholic: Preferred

Summary of the Position: The Catholic Diocese of Columbus, located at 197 East Gay Street, Columbus, is looking for a qualified individual who can combine content creation, distribution, and curation with a heart for evangelization. The Digital Media Coordinator will be managing a wide variety of graphics and copy across social and other media. To be successful in this position, you'll be a self-starter, capable of delivering dynamic creative ideas, exhibit discretion, and show careful attention to detail.

Qualifications for the position: The ideal candidate should understand the Catholic perspective, be on mission for Christ through their work, be self-motivated and resourceful, take initiative, and be able to plan and meet deadlines. Additional responsibilities include:

Responsibilities:


1. Developing copy for all Diocesan digital platforms.
2. Drives KPIs for all Diocesan digital platforms.
3. Manage updates to the Diocesan website, Catholic Times, and collaborate with affiliate sites as needed.
4. Develop and coordinate creative content such as social media posts, eblasts, website, photography, etc.
5. Stay up to date with latest digital trends, and apply them to Diocesan projects.
6. Collaborate with the Multimedia Content Coordinator on video and podcast shoots.
7. Coordinating with outside agencies, other Diocesan and Parish communications teams, and colleagues as necessary.
8. Contributing to team efforts by accomplishing tasks as needed and other duties as assigned.

Requirements:

1. Strong command of the English language. Spanish language a plus.
2. Able to work collaboratively in team environment.
3. Ability to work a non-traditional schedule, as many events take place at nights and on weekends.
4. Understanding of social media content strategy and project management tools.

■ 197 East Gay Street

■ Columbus · Ohio 43215-3229

- 
5. Effective time management skills and the ability to meet deadlines.
 6. Able to give and receive constructive criticism.
 7. Understanding of marketing, production, website design, corporate identity, product packaging, advertisements, and multimedia strategies.
 8. Basic understanding of Adobe Creative Suite and other publishing tools.

Education: Bachelor's degree in marketing, journalism or related field is required.

Experience: Experience as a Marketing Communications Coordinator in related field is required.

Job offer is contingent on the successful passing of the mandatory background screening and completion of the VIRTUS "Protecting God's Children" course.

We offer a full complement of benefits, including health, dental, vision, life, short & long-term disability, flexible spending account (FSA), and matching 403(b). Full time benefits are according to Diocesan policy. Compensation is commensurate with candidate's experience.

Send cover letter, resume, and references to:

Anne Streitenberger
Director of Human Resources
amstreitenberger@columbuscatholic.org