



DIOCESE OF SPRINGFIELD IN ILLINOIS Catholic Pastoral Center

Title: Web Design/Digital Production Associate
Division/Department: Office for Parish Vitality and Mission Advancement
Reports to: Director, Office for Parish Vitality and Mission Advancement
FLSA Status: Exempt
Prepared Date: August 2021 Revised:

Summary

The Office for Parish Vitality and Mission Advancement provides unique support and resources for parishes and parishes to foster stewardship and discipleship. The web design and digital production associate plays a vital role in diocesan evangelization efforts through digital media. By maintaining the diocesan website, assisting with video and podcast production, and assisting parishes with their digital footprint, this position furthers the mission of the Diocese of Springfield in Illinois to develop intentional disciples.

Essential Duties & Responsibilities

- 1) Coordinating with the Director for Faith and Ministry Promotion, review, refresh, and maintain the diocesan web page.
 - a) Ensure web site is clear and concise, content meets the standards of diocesan publications, and overall approach promotes the mission and evangelization efforts of the Diocese.
Process updates as submitted through helpdesk or email in a timely and accurate manner.
 - b) Assist in placing content on web pages to the Curia offices. Lay out new pages for projects.
 - c) Create and publish electronic forms for department offices. Coordinate efforts with programs such as Acceptiva.
- 2) Provides web page development assistance to the parishes or school of the diocese as requested.
 - a) Trains parishes how to maintain their web page.
- 3) Assist with the development and production of the digital diocesan directory and maintain the directory with current information. Update the website directory.
- 4) Publish the weekly parish link.
 - a) Collect information weekly from departments.
 - b) Create Flocknote email and send in a timely manner.
- 5) Coordinates the requests for audio/visual equipment for diocesan employees.
- 6) Record, edit, and upload video and audio content for distribution for the web or other media.
 - a) Videos include biweekly Bishop Catholic Times columns, podcasts, and other projects.
- 7) Livestream Diocesan events as assigned. Set up and tear down equipment.
- 8) Coordinate with Diocesan IT Office as Technical Advisor as needed.

Job Description: Web Design/Digital Production Associate, OPVMA

9) Other duties as assigned.

Education And/or Experience

- Degree in web design or related field. Related experience may be substituted for education.

Required Skills, Knowledge and Characteristics

- Practicing Catholic in full communion with the teachings of the Church.
- In-depth knowledge of content manager systems such as Word Press, Joomla, Adobe products such as Photoshop, Premiere, Audition, and InDesign.
- Attends to details within a multi-task work environment.
- In-depth knowledge of appropriate software such as Microsoft Office,
- Self-starter, strategic thinker, problem solver
- Strong organizational skills with the ability to prioritize
- Willingness to work collaboratively in a team-oriented environment
- Desire to learn and undertake new and unfamiliar job responsibilities and tasks
- Strong interpersonal skills
- High level of confidentiality
- Valid driver's license.

Physical Demands:

The physical demands of the position are those typically associated with work conducted in an office environment but may require work offsite and outside of normal office hours on occasion. The position requires the person be able to lift 30 pounds. Must be able to operate a motor vehicle.

Work Environment:

The Diocesan Pastoral Center operates in a smoke-free environment. The employee must be willing to abide by all policies of the Diocese of Springfield in Illinois. The general environment for this position is that commonly associated with a temperature-controlled office setting.

To Apply or Propose Bid*:

Please send resume, cover letter, or contract proposal to Erin Danaher at hr@dio.org. Documentation can also be mailed to:

Catholic Pastoral Center

Attn: Erin Danaher

1615 West Washington

Springfield, IL 62702

*Independent contractors are open to submit proposal.