

**Media & Communications Assistant**  
**The Holy Name of Jesus Catholic Community, Redlands**

Part-Time, 20-hours per week

Pay Scale: \$16-22/hour, depending on experience

**ESSENTIAL FUNCTIONS:**

The Media & Communications Assistant will support the Director of Communications in evangelizing the parishioners through media.

- Assist Director of Communications with designing promotional and other creative materials for evangelization.
- Ensure all parish events are filmed and/or photographed for use in parish advertising and promotional campaigns.
- Edit photos and videos for parish advertising and special projects.
- Manage audio/visual (AV) inventory, supplies and upkeep.
- At the direction of the Director of Communications, provide AV services for Masses and social media events, including filming and editing parish online initiatives.
- Schedule all sound and livestream technicians for Sunday Masses, as well as special events.
- Inform Director of Communications when maintenance or repair is needed for any AV equipment.
- Assist Director of Communications in training staff and additional support technicians on new software and programs.
- Keep an updated inventory of all AV equipment; and develop a check-out system for those that wish to use the equipment.
- Assist Communications Director by making updates to the website and social media.
- Publish the parish bulletin when Director is unavailable.
- Work directly with onsite staff and admins to ensure all AV needs are met for meetings and events.
- Assist with placing and updating advertisements for both church locations.
- Other duties as assigned.

**SKILLS & EXPERIENCE REQUIRED:**

- Canva design and Adobe Editing Software experience required.
- At least one year of relevant audio/visual experience.
- Windows and Apple centric experience.
- Internet AV streaming experience desirable.
- Familiarization with working a multichannel sound board desirable.

**EDUCATION AND CREDENTIALS REQUIRED:**

- GED or a high school diploma required.
- Certificate or AA degree in audio-visual technology or digital media, preferred

**PHYSICAL REQUIREMENTS:**

Able to lift 50 lbs. on a regular basis, Ability to work in confined spaces and heights, good hearing, speaking, seeing, Standing, walking, sitting, carrying, reaching, repetitive, hand/finger movements required.

**JOB DESCRIPTION ACKNOWLEDGEMENT**

I have received, reviewed and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

I further understand and acknowledge that as part of my employment in the Diocese of San Bernardino, I am responsible to learn about, and promote the Diocesan Mission/Vision and Core Values.

**Please forward resumes to Livier Guerra at [lguerra@sbdiocese.org](mailto:lguerra@sbdiocese.org)**