

Spanish Language Media Coordinator-Part-time

Communications, Pastoral Center

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Meet with Director of Communications to plan each issue of the Spanish language paper.
- Communicate story assignments to writers and ensure story deadlines are met.
- Edit all stories submitted for publication.
- Write headlines for all stories.
- Translate English language articles into Spanish for publication
- Write stories for the paper, as needed.
- Translate content for Spanish version of the MiniBYTE weekly E-newsletter
- Update Diocesan Spanish website weekly
- Update Diocesan Spanish Facebook page weekly
- Develop other Spanish language media content as needed
- Other duties as assigned.

QUALIFICATION GUIDELINES:

- Bilingual and Biliterate Spanish
- Some experience writing and editing Spanish language news articles
- Familiarity with the Catholic faith Must have ability to interact professionally with all employees and people coming into the office.
- Must have ability to work in a multi-cultural environment.

PHYSICAL REQUIREMENTS:

Standing, walking, sitting, lifting and carrying up to 20 lbs., pushing, pulling, climbing, stooping, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive overhead work, repetitive arm/hand/finger movements, sense of touch/feel, working in confined space or heights, temperature extremes.

Interested candidates, please forward your resume with salary requirements to:

Diocese of San Bernardino
Attn. Sinia Bustamante
1201 E. Highland Ave.
San Bernardino, CA 92404
employment@sbdiocese.org

The Diocese of San Bernardino is an Equal Opportunity Employer.