

**Social Media Coordinator
Office of Media
Diocesan Pastoral Center, San Bernardino
Part Time: 20 Hours a week | \$19.62 - \$24.30**

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.

The following information is intended to be representative of the work performed by incumbents in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

Position Summary:

The Social Media Coordinator provides planning, coordination and support in the production of Diocesan social media content.

Position Scope:

Diocese of San Bernardino, Parishes, Schools, and all other related entities.

Summary of Essential Job Functions:

- Provide support in daily postings for Diocesan social media platforms (Facebook, Instagram, X).
- Plan and schedule social media postings through a calendaring system.
- Provide periodic updates in Diocesan social media analytics to Director of Communications.
- Provide photography and video content for social media posts as needed.
- Provide consultation to Diocesan offices on social media strategies and postings.
- Other duties as assigned.

Qualification Guidelines:

- College-level education in communications, digital media or related field.
- Strong knowledge and experience in coordinating organizational social media (Facebook, X, Instagram, YouTube)
- Some experience in photography and video editing
- Practicing Catholic in good standing.
- Knowledge of Catholic teachings and protocol.
- Excellent interpersonal and communication skills, both verbal and written.
- Must be able to maintain confidentiality.
- Must have ability to process and complete multiple tasks.
- Strong organizational and collaboration skills.
- Must have ability to meet deadlines in timely manner.
- Must be sensitive to various cultures within the Diocese.
- Bilingual English/Spanish strongly preferred.
- Ability to effectively perform in a diverse working environment.

Physical Requirements:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting up to 25 lbs., and stooping, standing, sitting, lifting and carrying, pushing, pulling, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive, forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extremes.

Interested candidates, please send your cover letter and resume to:

**Diocese of San Bernardino
1201 E. Highland Ave
San Bernardino, Ca. 92404**

**Attn: Office of Human Resources
Email: Humanresources3@sbdiocese.org**

The Diocese of San Bernardino is an Equal Opportunity