

ELECTRONIC MEDIA COORDINATOR (PT)

General Responsibilities:

- Reports directly to the President or designee as part of the Development staff and works both on-campus and off-campus.
- Maintain overall design as well as appearance, structure, and mid to long range content of school web site in harmony with the school mission and Catholic identity.
- Create, maintain, and monitor school Facebook page to enhance school mission and Catholic identity.
- Create, maintain, and monitor school Twitter account(s) specifically to assist with marketing, recruitment, and development efforts.
- Communicate effectively with other school offices (Principal, Deans, Academic Departments, and Technology) as well as groups (Student Council, Boosters) to create and maintain effective electronic content.
- Assist President and Development Department with photography, art, graphic and publication design for marketing, recruitment, and advancement materials.

Team/Association Responsibilities:

- Attend department, faculty, or other school meetings as requested by President.
- Attend meetings of the Advisory Board and its committees as requested by the President for the purposes of reporting.

Minimum Requirements

- BA in art or graphic design.
- Work or classroom experience in photography, graphic design projects, creating personal or public web pages.
- Familiarity with Catholic education.
- Comfortable working on MAC or PC platforms.

This is a part-time entry level position. To apply, send the following to smiroglotta@lakecatholic.org:

- Cover letter and resume.
- List of three references.
- Web address for online portfolio.
- Web addresses for at least two additional web pages (personal, school, or business) that you created or maintain.