

Ukrainian Catholic Eparchy
Position Description: Digital Media Assistant

Type of position: <input checked="" type="checkbox"/> Temporary/ Full Time expiry date: TBD	Work duration/hours: 10 weeks at 30 hours per week Rate: \$20.00 /hour	Primary Location: Eparchial Pastoral Centre 9645 108 Avenue Edmonton AB Travel: May requires some travel within Edmonton to pick up supplies, etc.
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Purpose: Publish educational and informative materials for children and adults, and make them available to parishes, schools and the broader community from the Eparchy's website. Position provided for by the Canada Summer Jobs Program.

Key Objectives	Responsibilities	
Digital Media	<ul style="list-style-type: none"> • Work with various groups to obtain materials and convert content into suitable online resources focusing on visual communication, web and media design • Involvement in video production (filming), editing and posting (streaming) • Evaluate methods of digital streaming based on content available and recommend options to meet needs of a province-wide audience • Evaluate and develop opportunities for interactive content using recommended software • Assist with developing a process for technical video production 	
Website	<ul style="list-style-type: none"> • Assist with updating the design and profile of the website • Edit content for posting to website 	
Other related duties	<ul style="list-style-type: none"> • Participate in the set up and management of social media posts • Participate in the development of policy as it relates to external communication • Provide a weekly status reports as required • Perform other duties as maybe required from time to time 	

Education and Experience:

- First or second year computer science and/or digital media program student
- Experience/exposure to web management
- Works well in a team environment
- Excellent oral communication and excellent written skills
- Ability to organize and prioritize
- Possesses patience, flexibility, adaptability and a sense of humor
- Trustworthy, respects confidentiality, makes sound judgments, seeks counsel of others