



Multi-Media Specialist

The Multi-Media Specialist (MMS) plays a critical role within the Civil Righteousness movement as an integral member of our team. Our ideal candidate has the ability to perform a variety of tasks with a high degree of creativity and latitude with strong graphic, web design, branding, and communication skills. Understanding our voice, this individual knows how to connect deeply with a diverse audience.

As the lead creative, this individual will provide creative support for and oversight to all of our digital and creative assets including our websites, apps, and social media platforms. We are looking for a divinely inspired individual who possesses a passion for our message, creative vision, and the skills to help us deliver it with panache across all mediums. A pioneering part-time position, we envision full-time potential with this individual helping us establish a communications and creative services department.

Responsibilities and Duties:

- Design, create and produce graphics, presentations, social media and special projects for marketing, communications, recruitment and special events using audio, video, and other multimedia tools.
- Collaboratively create, develop and maintain the creative vision of CR messaging.
- Collaborate with other specialists, including writers, graphic designers, and photographers to incorporate their work into final audio, video, and social media content.
- Manage and organize a library of media using a digital asset management system.

- Design, plan, produce, and maintain social media to effectively communicate CR messaging; provide analytics to assist with future ads and campaigns.
- Collaboratively manage multimedia assets including web, app, and social media sites, such as IG, YouTube, Twitter, TikTok, and Facebook.
- Enforces CR policy in producing videos, purchasing music licensing, archiving product documentation, as well as reports and recommendations for best practices.
- Coordinate with outside companies, organizations, sub-contractors, or volunteers to create and edit content for special projects; select and supervise contract personnel for creative services.
- Provide excellence through courteous, informed, accessible and professional engagement.
- Perform other duties as assigned.

Qualifications:

Required: 3-5+ years experience in a relevant field or a combination of experience dealing with digital media and/or completion of a related educational degree equal to four years is required. High proficiency in one or many aspects of graphic design, web development, social media, photography, and audio/video production. Remote work is possible, but local (St.Louis) proximity is preferred.

Preferred: Experience with Adobe Creative Suite, Keynote, MailChimp, and high familiarity with social media platforms is preferred.

Knowledge, Skills and Abilities: A motivated self-starter and proven team-player with the ability to deliver a high level of creative output, develop and maintain collaborative relationships, prioritize efficiently. The successful candidate must be creative, tech savvy, and possess excellent communication skills. Familiarity with Mac operating systems, and Google Suite are also required. The Multimedia Specialist must be able to work under pressure in an (at times) fast-paced, high-demand, deadline-driven setting, effectively cross-managing multiple projects simultaneously with a great deal of accuracy, high level of quality and keen attention to detail. This position must work well within a diverse, multicultural, and collaborative environment.

*****Current Regular commitment : 10-20 hours per week**

Not a typical ministry, we have regular rhythms but also unusually busy moments which vary from season to season. Therefore the range of work hours is broad.

Starting Rate: \$15-22+/hr. Commensurate with experience and specialty.

