



ST. ROSE OF LIMA

ROMAN CATHOLIC CHURCH

Content Specialist

Saint Rose Church is looking for a person to handle the content of its new website and its other electronic communication channels. This is a paid part time job, primarily based at Saint Rose Rectory with schedule flexibility and ideal for a parent who looks to be home with her/his children but looking for a rewarding activity while they are at school.

Overview: The Content Specialist role will be the liaison and primary content editor between parish resources and website developer. This role will ensure Saint Rose tasks are delivered on-time according to the project plan and be the single point of contact between the development team and the Website project team. Content development, editing and sourcing will be required to ensure a successful role out of the new website.

Primary Tasks:

- Work with Webmaster to pull all content from existing site into an editable word processor.
- Organize content into areas of focus in accordance with the site map.
- Engage each ministry to support building specific content and imagery for individual pages and maximize the value of the website for each.
- Manage the content of the parish E-boards
- Manage the content of the Parish social media channels

Familiarity with PC based tools and understanding of basic graphic design are some of the skills needed for this job. Additional details and information are available upon request.

Please contact Jeff McKenzie at j.mckenzie@neopost.com or Frank Middleton at f.middleton@att.net for more information and to arrange for a personal interview.