

Diocese of Palm Beach Pastoral Center is searching for a Reporter/Photographer/Digital Production Coordinator.

**Essential Job Duties and Responsibilities:**

- Report/write stories on behalf of the Diocese of Palm Beach for the Florida Catholic, Palm Beach Edition
- Effectively cover events, people and places within the Diocese of Palm Beach, requiring attendance at various diocesan events, meetings, conferences, celebrations, etc.
- Travel to parishes, schools and diocesan entities within the 5 counties of the Diocese of Palm Beach to cover newsworthy events
- Research, cover, video/and/or photograph various events utilizing skills including: internet and other research methods, the ability to create good questions for effective interviews, with proficiency in videography/photography
- Juggle multiple projects concurrently and meet deadlines
- Collaborate with the Director of Communications, Marketing, and Social Media, Chancellor and Communications Team on matters which involve the diocese
- Post articles, videos and/or photos to diocesan website and social media sites in a timely manner
- Work with the Office of Communications on a depository of videos/photographs for use by the diocese and its entities
- Have knowledge to create an e-newsletter for the diocese, should one be commenced in the future
- Maintain contacts within the Diocese of Palm Beach, including parishes, schools, missions, etc.
- Collaborate with Communication Team during weekly meetings, brainstorming new ideas, developing timelines, providing analytics reports, etc.
- Flexibility to work nights/weekends when required to cover at diocesan events

**Qualifications:**

- Minimum of Bachelor's degree in English, Journalism, Marketing, Theology or related field
- Demonstrated successful work experience with above matters
- Superb writing skills. Typing speed of at least 40 wpm
- Reliable insured vehicle and valid driver's license
- Ability to travel within counties constituting Diocese of Palm Beach
- Proficient in digital technology and social media
- Proficiency in MS Office Suite, including Word, Excel, Outlook and Internet
- Must communicate accurate teachings of the Catholic faith and use appropriate resources such as catechism, Bible, USCCB and Vatican website
- Ability to write well and condense large amount of information into smaller and more easily understood text
- Ability to read, analyze, and interpret common journals, Church documents, communication plans, articles, and periodicals
- Bilingual in Spanish and English is helpful
- Excellent and professional telephone manner and interpersonal skills

- Ability to work effectively with diocesan employees, departments heads, representatives of other agencies and the general public
- Ability to multi-task, work independently and make responsible judgment calls
- Ability to respect confidentiality and consistently exercise discretion and good business judgment

**Physical Requirements:**

- Continuous light lifting of under 15 pounds
- Occasional moderate carrying and lifting of 15 – 44 pounds
- Frequent use both hands and fingers (i.e. typing)
- Continuous extended periods of sitting
- Frequent periods of standing, kneeling and walking
- Continuous repeated bending
- Occasional climbing
- Continuous minimal hearing ability (i.e. loud noises or sirens) and routine hearing (i.e. listening to others in conversation)
- Occasional time spent working closely with others
- Continuous minimal visual requirements (i.e. reading with attention to detail)
- Continuous routine visual requirements
- Continuous ability to distinguish basic colors and shades of colors
- Frequent time spent inside, outside, in excessive heat and humidity
- Occasional use of ladders
- Frequently need to work closely with others
- Continuous need to work alone
- Continuous need to work irregular hours

The above is intended to describe the general context of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

To apply, download and complete the "Employment Application" and forward along with your resume, salary requirements and list of references to the attention of Gigi Silvagnoli, Human Resources Administrative Assistant.

Via US Mail: Diocese of Palm Beach

9995 North Military Trail

Palm Beach Gardens, FL 33410-9650

Via Fax: (561) 584-6467

Via Email: [employment@diocesepb.org](mailto:employment@diocesepb.org)