

# Video and Technology Specialist

Department of Communications

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

The Department of Communications answers the Lord's call to "go and make disciples of all nations" by providing, utilizing and teaching the tools of mass media and technology. The department carries out this ministry through the offices of Media and Information Technology Services.

## **RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Filming and taping diocesan events.
- Editing video and audio.
- Producing local video content for diocesan news, events and programs
- Producing and posting video content for Diocesan social media
- Securing and posting outside video content for Diocesan, parish and school ministries
- Coordinate additional educational uses for Diocesan Video Conferencing system.
- Other duties as assigned by the Director.

## **QUALIFICATION GUIDELINES:**

### **Qualification Guidelines:**

1. High School Diploma plus college degree (AA, BA or MA) in a technology-related discipline.
2. Training in specific software
  - a. Adobe Premier
  - b. Final Cut Pro Suite
  - c. Garage band
  - d. Adobe Photoshop
  - e. Other video and audio software TBD
3. Live and studio filming experience.
4. Sufficient knowledge of MAC OS.
5. Camera use and functions.
6. Video and audio file conversion.
7. Graphic design capabilities
8. Bilingual preferred.

## **Physical Requirements:**

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting, lifting and carrying up to 50 lbs., pushing, pulling, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extremes.

Interested candidates, please forward your resume to:

Attention: Sinia Bustamante  
Diocese of San Bernardino  
1201 E. Highland Avenue  
San Bernardino, CA 92404

Email: [employment@sbdiocese.org](mailto:employment@sbdiocese.org) or fax to: 909-475-5189

**The Diocese of San Bernardino is an Equal Opportunity Employer.**