



Content Producer

DIOCESE OF CHARLOTTE

Do you thrive on crafting stories, shooting photos or producing videos that capture the beauty, goodness and truth of our Catholic faith?

The Diocese of Charlotte is growing and seeking full-time content producers to create compelling content for the diocese's various print and digital platforms to inform, inspire and educate the people of the Diocese of Charlotte, which encompasses the 46 counties of western North Carolina. From covering events for the Catholic News Herald, the diocese's official news outlet, to producing information directed to the diocese's 2,700 employees, this position is ideal for a creative and enthusiastic person with a keen eye for detail, a commitment to accuracy, and a heart for sharing the Gospel. At least 1-3+ years of experience, plus a bachelor's degree in journalism, marketing or related field. (Full job description below.)

Email your résumé and cover letter to: catholicnews@charlottediocese.org
(No phone calls, please.)

Deadline to apply: **Monday, July 11**

The Diocese of Charlotte is an equal opportunity employer. We offer a competitive benefits package that includes salary commensurate with experience, health and dental insurance, 403(b) and paid holidays.

POSITION SUMMARY: The Content Producer is responsible for generating content for the Diocese of Charlotte's various print and digital platforms – with the aim to inform, inspire and educate the people of the diocese and advance the diocese's overall communication and evangelization mission. This position is full-time, salaried.

ESSENTIAL FUNCTIONS:

1. Produce written and/or multimedia content including stories, photos, videos, social media posts, etc., for publishing on the diocese's information channels, including: charlottediocese.org, Catholic News Herald and catholicnews herald.com, YouTube, Facebook, Twitter, Instagram, the diocese's intranet and other internal communications
2. Cover events of interest to diocesan audiences as assigned by the Catholic News Herald editor and/or communications leadership
3. Collect, analyze and organize information (from sources, leads, wire, etc.) to develop story ideas and content for publication internally or externally
4. Build and maintain positive relationships with key diocesan constituencies including clergy, principals, department heads and ministry leaders
5. Strive to capture on all content channels the diversity of the diocese, its parishes and faith communities, and its people

OTHER RESPONSIBILITIES:

1. Assist with editing and proofreading others' content as needed
2. Other related duties as assigned

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

At least 1-3+ years of experience producing content, plus a bachelor's degree in journalism, marketing or related field. Familiarity with the Catholic Church, its mission and teachings. Familiarity with Adobe Creative Cloud and MS Office software. Familiarity with website content management systems such as Joomla and WordPress and audio and video editing software a plus. Familiarity with using social media (as a professional) and digital media best practices. Excellent writing, proofreading and editing skills; ability to work efficiently and meet deadlines without compromising quality or accuracy; and demonstrated ability to work independently and collaboratively to accomplish common objectives. Other key qualifications include enthusiasm, creativity, attention to detail, and exemplary organizational and interpersonal skills.

WORKING ENVIRONMENT: Diocesan Pastoral Center. Some travel required for assignments and meetings. Occasional evening, weekend and holiday work required.

PHYSICAL DEMANDS: General office environment.