

**Baltimore-Washington Conference
Media Producer/Webmaster**

Key Accountabilities:

1. Have ownership of the conference website and is responsible for its creation, maintenance and optimization. Ensures the integrity and consistency of the site; manages any technical challenges; posts content for the communications staff and other conference leaders; provides quality controls, ensuring excellence; and evaluates strategic opportunities for change and growth.
2. Create and curate content to equip church leaders and cultivate disciples. This includes the compilation of resources and the telling of stories using video, photography, graphics, compelling writing and the Web.
3. Create visuals on the web to accompany posts
4. Monitors the site to ensure the information is timely and maintains links.
5. Train conference staff and others to use the site as needed and serve as a teacher/resource for local churches.
6. Contribute to, and in many cases, produce digital and video content, including pre-production, production and post production work.

Special Aspects of the Role:

- This person will work on multiple projects and tasks concurrently.
- This job is highly collaborative.
- This person works with a variety of stakeholders to understand and capture their objectives.
- They will build on a developing and increasing the effectiveness of the workflow to provide resources to constituents
- They will value and adhere to deadlines.
- This person has a heart for story and strong story-telling skills.

Requirements:

- Knowledge of PHP and Word Press; Adobe Suite; Premiere Cut Pro
- Strong understanding of video technologies
- Practicing and committed Christian, preferably of United Methodist denomination
- Ability to map out tasks and deadlines across multiple projects

Helpful skills in this position include ability to strategize and help implement marketing campaigns, proofreading and editing skills, good interpersonal and time management skills, familiarity with AP Stylebook.

Education:

Bachelor's degree in digital communications or similar area of study

Send cover letter and resume no later than **November 22, 2017** to BWC HR Director Frances Tagoe, at ftagoe@bwcumc.org