

Position — Social Media Internship
10 hours a week.

Supervisor

Becky Berreth

Assistant Editor, West River Catholic

Media Specialist

605-343-3541

bberreth@diorc.org

Facebook.com/DioceseofRapidCity

Instagram and Twitter: @RapidCitydiorc

- Work from home/school computer when doing any graphic designs, ads, etc. Plan weekly activities on a calendar and fill out weekly activity reports. All work must be approved before posting.
- Attend weekly meetings the Chancery Office in Rapid City with Becky Berreth to discuss current marketing activities, plan the next ones, correspond frequently by text and email with her throughout the week.
- Working knowledge of Adobe Suite and/or Quark Xpress

Job duties are:

- Supports the social media strategy of the Diocese of Rapid and all related entities
- Assists with the maintenance of all social media accounts; posts approved relevant and engaging content and monitors accounts for comments and feedback
- Assists with the maintenance of the diocesan website
- Promotes diocesan events through social media to encourage participation and attendance.
- Helps to create social media campaigns for youth, young adults and other targeted groups within the church
- Analyzes and keeps up to date with social media trends
- Serves as backup for all facets of livestreaming of events
- Produces regular podcasts as directed
- Creates graphics as directed
- Helps promote social media throughout the diocese
- Maintains a safe and orderly work area
- Provides for his/her own spiritual and professional growth
- Assists in promoting a positive and hospitable office climate
- Speaks positively about the Diocese of Rapid City
- Other duties as assigned