**Tekton Ministries**
**Digital Media Developer**

The mission of Tekton Ministries is to "Promote all things Catholic." It does this by providing Catholic Pilgrimages, Catholic parish and non-profit website design and general public relations and communication management. The small team that makes up the Tekton Ministries (TM) operational staff works to provide the best quality of service to its pilgrim travelers and clients.

The Digital Media Developer will assist in website development and digital/media projects that TM uses to fulfill its mission. In addition to the projects for the operational needs of TM, the media production department supports efforts to provide for its non-profit clients. The Developer will work in collaboration with the media production and communication team.

This position will assist in the creative and maintenance process of the day-to-day structure of the TM office. It will require one to be a self-learner and independent worker, while being able to work in a team atmosphere. This is a full time position with a standard 40-hour work week.

**Skills and Requirements**

1. Self Motivated
2. Ability to work effectively with a team
3. Demonstrate good interpersonal, organizational and time management skills with ability to prioritize and be flexible
4. Experience in WordPress platform
5. Experience with Mac Operating System and Microsoft Office
6. Knowledge of Adobe Creative Cloud Suite Products

**Responsibilities**

1. Web Design:
   a) Create, maintain and update websites in the WordPress platform
   b) Create and integrate design and video for websites
   c) Manage website domains and servers
   d) Knowledge of Customer Relationship Management (CRM) software
2. Video and Motion Graphics:
   a) Shoot, edit, and publish promotional, informative and fundraising videos
   b) Create and update motion graphics
3. Graphic Design:
   a) Create and update promotional brochures and pamphlets
   b) Create and update content for our Social Media efforts
   c) Create and update branding and logo systems
   d) Execute creative and design projects using Adobe Photoshop, Illustrator, and InDesign.