



40TH Anniversary
THE DIOCESE OF
HOUMA THIBODAUX

**OFFICE OF HUMAN RESOURCES
AND EMPLOYEE BENEFITS**

POST OFFICE BOX 505
SCHRIEVER, LA 70395
(985) 850-3115

POSITION ANNOUNCEMENT

The Diocese of Houma-Thibodaux is currently seeking a full-time Social Media Specialist for the Office of Communications to:

- Maintain our diocesan website, including information from our church parishes, schools, and diocesan offices. Specialist will be available to diocesan offices for their webpage needs.
- Maintain social media outlets, including our diocesan Facebook and Instagram.
- Maintain other media outlets, including our Soundcloud, iTunes Podcast, and diocese's homily feeds on our diocesan website.
- Oversee the building of a new diocesan app focused on digital media. Specialist will populate and maintain the app.
- Create and send out regular diocesan news bulletin to all diocesan offices, church parishes, and schools.
- Receive and respond to incoming general diocesan email inquires

The ideal candidate must possess good interpersonal and communication skills. Strong computer skills including advanced graphic design skills with Adobe creative software such as Photoshop, Illustrator, and/or InDesign are required. Must be able to maintain confidentiality; work independently and as a team; and multi-task in a fast paced environment.

The position will require a work schedule of 35-hours per week. Excellent benefits and generous paid time off included. Salary will commensurate with experience and education.

For consideration, please submit a cover letter, including salary requirements, and a resume to hr@htdiocese.org or it may be dropped off between 9:15 am-4:30 pm Monday thru Friday at the Diocesan Pastoral Center, 2779 Hwy. 311, Schriever.

Applications are now being accepted until August 31, 2017 or until position is filled.