

- Serves as content editor for Annual Conference Session presence on website.
- Assists the conference with Brick River system which includes problem solving, developing complex queries, optimizing functions and website design and interface.
- Interfaces with Brick River staff, providing high level evaluation and recommendations of system values and parameters, to optimize the Brick River system functionality for California-Nevada Conference usage.
- Maintains conference Google and Zoom accounts and training for the use of those accounts.
- Provides technical assistance for Google Suite applications, in particular, Google Classroom.

QUALIFICATIONS, KNOWLEDGE, ABILITIES AND SKILLS

The individual must possess the following knowledge, skills and abilities, and be able to explain and demonstrate that he or she can perform the essential functions of the job, with or without reasonable accommodation.

- Excellent written, verbal, editing, presentation and interpersonal communication skills. [SEP]
- Proficient in traditional social media applications (Facebook, Twitter, YouTube, Flickr, Instagram, etc.). [SEP]
- Able to execute basic graphics design/layout across web and social media tools. [SEP]
- Highly proficient in Microsoft 365 suite of applications and Google suite platform, particularly Google Classroom.
- Highly proficient in latest editorial software.
- Demonstrates independence, creativity, flexibility and a proactive approach to work; strong [SEP]analytic, problem-solving, organizational and time management abilities [SEP]
- Ability to exhibit a sense of urgency for timely delivery of critical content [SEP]
- Strong partnership and collaboration skills, with emphasis on building rapport and effective relationships with staff, clergy, and laity.
- Ability to design and deliver training with end-user experience in mind. [SEP]

EDUCATION AND EXPERIENCE (SEP)

- BS in Communications, Information Technology or related field preferred, however a combination of formal education, related work experience and training will be considered in absence of college degree. (SEP)