



Media Specialist

Sisters of the Precious Blood – 4000 Denlinger Road, Trotwood, Ohio 45426

Full-time | 37–40 hours/week

Position Overview

Integrating Precious Blood Spirituality, the Congregation's mission and Catholic Social Teaching, the Media Specialist helps bring the story of the Congregation's mission and charism to life through creative, thoughtful, and engaging communications. This role blends digital media, design and storytelling to support congregational initiatives. This is an opportunity to use creative gifts to make a meaningful impact — advancing justice, amplifying voices of collaboration partners, and inspiring connections. The Media Specialist works collaboratively with the Communications Working Group, in particular with the Communications Coordinator, the Peace, Justice and Ecology Coordinator, and the Vocations Coordinator. Support, context, and collaboration are a part of this role.

The Sisters of the Precious Blood strongly encourage applicants from diverse backgrounds and lived experiences to apply.

Content Creation & Visual Storytelling

- Create engaging digital content (posts, stories, reels, and videos)
- Ensure consistent visual identity and mission-aligned messaging across all designated congregational platforms
- Provide photography and video coverage for events, including livestreaming as needed
- Create social media toolkits
- Design congregational promotional materials for advertising, promotions and exhibits

Technical & Administrative Support

- Provide basic technical support related to communications tools and platforms as needed
- Manage, organize, and archive digital assets (photos, videos, and media files)
- Support virtual events and livestreaming (Zoom and related platforms) as needed

Skills & Qualifications

- Ability to collaborate, contribute ideas, and work within a team-based communications process
- Experience creating digital content, including video and graphic design

- Proficiency with Adobe Creative Suite (InDesign, Illustrator, Photoshop, Bridge, Adobe Express, Acrobat) and Canva
- Working knowledge of Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Strong organizational skills with the ability to manage multiple projects and deadlines
- Experience with photography, video production, and storytelling preferred
- Familiarity with printing processes and vendor coordination (or willing to learn)
- Associate or Bachelor's degree in digital media, graphic design, or related field preferred (or equivalent experience from professional, academic, volunteer, or community-based work)
- Experience using a Mac preferred

Working Environment

- Combination of in-office and remote work
- Occasional evening or event-based hours as needed
- Ability to function independently when necessary, have flexibility, personal integrity, and the ability to work effectively with others
- Work involves multitasking and adapting to changing priorities
- Attends and participates in continuing educational programs to keep abreast of changes in the profession

Physical Requirements

- Ability to move, lift (up to 25 lbs), and assist with event setup or equipment as needed
- Ability to sit, stand, bend, lift and move intermittently during working hours
- Ability to maintain mental and emotional health
- Possesses sight/hearing sense or uses prosthetics that will enable these senses to function adequately so the requirements of the job can be fully met

Benefits

- 95% of health insurance premiums paid by employer
- 401K plan with an employer match
- Generous paid time off including paid vacation, sick days, and holidays
- Comprehensive benefits package

***To apply, please send a resume and cover letter to Phil Hartke, Treasurer, at: phartke@cppsadmin.org