

Eastminster Presbyterian Church

Interactive Communications Specialist

Administer all multimedia and technical needs for the Eastminster Presbyterian Church.

This person needs to be a creative and motivated interactive designer and programmer to manage the website, database and technical needs of Eastminster Presbyterian Church. This position requires someone with skills and/or experience in programming, development, and IT support.

The ideal candidate is detail-oriented, has a positive attitude, and is passionate about being part of something larger than one's self, possesses strong organizational and communication skills, enjoys multi-tasking, meets deadlines and can conceptualize independently or as part of a team. The ideal candidate will also have an interest in video production and editing as the church grows in this area.

Responsibilities:

- Provide ongoing input into the design and architecture of the website to enable it to meet the evolving needs of Eastminster's members, volunteers, staff, donors, etc.
- Track activity on the site, analyze data and prepare reports for ministry areas and administration; use data to lead ongoing development of the site
- Market the site on all appropriate search engines and related sites
- Create engaging CD-ROM or DVD as needed.
- Administer technical support, overseeing office network and email
- Assist in managing the Shelby Database; coordinate input; perform quality checks; and participate in the strategic planning process.
- Identify and analyze strategic opportunities for database-marketing programs.
- Work with Communications Director to design and execute distribution of email newsletters.
- Stay up-to-date and knowledgeable about the latest technology in web development and marketing.

Eastminster is seeking someone with at least two years of interactive experience designing web sites, emails and multimedia projects. Along with strong conceptual skills and a good work ethic, the candidate needs knowledge of php and MySQL. Knowledge of Photoshop and other design programs is a plus.

Qualifications:

- Bachelors degree or a combination of education and experience
- At least two years web/graphic design experience
- Outstanding knowledge of php and MySQL
- Technical knowledge of file sizes, types, and color formats
- High-level knowledge of HTML
- Ability to perform in a fast-paced, constantly changing environment

For more information or to submit a resume, contact Ellis Farr, Business Administrator, via email at efarr@eastminster-pcusa.org or to the following address: 3200 Trenholm Road, Columbia SC, 29204.