



The Latin Patriarchate of Jerusalem is currently looking for qualified candidates for the current job post; **Multimedia Officer – Full Time Duty**, under the direct supervision of the Media Office Director at the HQ in Jerusalem.

#### General Overview:

The Media Office of the Latin Patriarchate works as a broadcasting mediator between the Latin Patriarchate of Jerusalem and the outside world. Under the supervision of and reporting directly to the Media Office Director, the Multimedia Officer will be responsible for the production of all related audio and video content used for the online platforms of LPJ. S/He is responsible for covering special events, press releases, meetings, and interviews, according to the Latin Patriarchate's institutional editorial line across the Holy Land for media production. The Multimedia Officer must be ready to work over the weekend and/or evening work shifts. Work involves traveling within the region and Jordan.

#### Responsibilities and tasks:

- Support the effective implementation of LPJ's communication strategy.
- Film, create, produce, edit and upload visual /audio media content for the related social media platforms including the website, Facebook, and Instagram, and other print publications.
- Master Photoshop and other graphic systems to create photos, videos, and graphics for live publication.
- Operate video/audio equipment such as cameras, microphones, sound mixers and digital recorders to capture picture and sound during shooting.
- Maintain a video and photo shoot calendar for the related annual main events.
- Attend and cover live events.
- Work closely with the LPJ Media team to schedule, organize, film, and edit footage that capture the main events and the different news of LPJ and the Diocese.
- Perform media coverage during main events, Holy Masses, conferences, celebrations, special events and meetings conducted by LPJ and its entire network.
- Shoot still high-quality photos and edit footage to create polished videos with music, titles, and subtitles for the website.
- Edit photos and videos using the Adobe Suite programs (Lightroom, Photoshop, Premiere...etc.)
- Archive and organize valuable photography and videos for future reuse.
- Maintain and secure all photography and videography equipment.
- Use various media including graphics, animations, data visualization, music, and voice overs.
- Perform other related duties as assigned by supervisor.
- Participate in training as requested by the administration.

#### Requirements:

- A minimum of a bachelor's degree in media studies, communication, journalism, or any related field.
- Minimum of 2-3 years of relevant work experience in media, video, and digital photography, preferably in a church and/or NGO setting.
- Excellent command in Arabic and English Language. Hebrew is a Plus
- Excellent skills in using software editing programs such as Final Cut Pro, AVID, and After Effects to create visual footage.



**Competencies:**

- Excellent communication skills in both Arabic and English Language.
- Strong IT skills and excellent knowledge of computer tools, office software, web and layout and editing design programs including Photoshop, Adobe, Premiere, and lightroom.
- Good knowledge and experience in handling web-based management systems.
- Excellent knowledge and skills of photography/ videography within the digital domain.
- In-depth knowledge and understanding of social media platforms.
- Strong interpersonal, organizational and presentation skills.
- Ability to manage time, multi-task and excel in a deadline-oriented environment
- Strong team player, with ability to work independently as well as in a team setting
- Capacity to work in a multi-cultural environment.
- Strong identification with LPJ core values.
- Willingness to travel within the region and Jordan.
- Valid driving license.

All applications will be handled in strict confidentiality. A cover letter along with a curriculum vitae should be submitted in English no later than **Aug 6<sup>th</sup>, 2022** only by email at: [hr@lpj.org](mailto:hr@lpj.org)

Indicate the post you are applying to in the email subject.

Only short-listed candidates will be contacted.