



Catholic Renewal & Evangelization

### **Production Assistant**

The Production Assistant assists the Media Director with the production and distribution of all Renewal Ministries digital media content, including television, radio, podcasts, YouTube videos, social media content, and email marketing. This is a part-time, in-office position that reports to the Media Director.

#### **The primary responsibilities include:**

- Assist in the production of *The Choices We Face*. Serve as the primary coordinator of guest logistics, hospitality, and distribution administration.
- Assist with the distribution of radio, podcasts, and video projects.
- Assist in the management of email marketing platforms, email lists, and email creation. Build, schedule, and send various emails.
- Assist in managing the Renewal Ministries media archive, including archival footage of television, radio, and print programs.
- Provide administrative support to the Media Team, including the management of media collateral, database administration, coordinating supplies, running errands, and coordinating setup, clean up, and hospitality for production shoots.

#### **We are looking for a candidate that is:**

- Personally committed to Catholic orthodoxy, evangelization, and the mission of Renewal Ministries.
- Highly organized, attentive to detail, able to multi-task, and able to work with firm deadlines.
- Flexible, adaptable, teachable, and resilient.
- Proficient with Microsoft 365, including Excel, Outlook, and Teams.
- Familiar with data entry, data management, and tools for organizing, interpreting, and presenting information.
- Strong project management skills.

#### **Strong candidates will have:**

- A bachelor's degree in a related field or equivalent experience.
- Experience with event planning and promotion.
- Experience with social media and email marketing.

***To apply, please send a cover letter and resume to [careers@renewalministries.net](mailto:careers@renewalministries.net).***