

Volunteer Position Description

Position Title: Media Editor

Purpose: The position of Media Editor serves as the audio file editor person for the weekly Sunday readings and homilies (Spanish and English), supporting the parish community and staff in it's mission to evangelize and inform through it's communication efforts.

Location: The Media Editor person can work from home and/or in the parish sound booth with the church building located at 440 E. Elliot Road, Gilbert, AZ 85234.

Key Responsibilities:

- Creating podcast audio files for two (2) of the weekend masses. One in English, one Spanish
- Trimming audio files as needed to include only the readings and Homily content
- Edit files to include intro and outdo music (files provided by the Parish)
- Listen to the Homily and use buzz words related to the message to include as tags in the podcast description
- Name the audio files with the appropriate naming convention
- Fill in a brief summary of the podcast
- Upload finalized audio to the cloud storage

Reports to: Director of Information Technology – Mike Zazick and works on behalf of the Director of Parish Administration as well as the Pastor.

Length of Appointment: A regular on going commitment is necessary for this position of approximately 1 year. Because of the nature of the Media Editor position, it would be helpful to have ample time to train a new volunteer at the time of resigning from this position.

Time Commitment: This position requires approximately 1-3 hours per week. It requires the Media Editor to submit the finished podcast files every Monday before 12 noon.

Qualifications: Basic knowledge of Apple and/or Windows computers. Requires the ability to use audio editing software such as Audacity, Sound Studio, etc. Person must be pleasant mannered, patient, able to problem-solve and is dependable. Practicing Roman Catholic in good standing with the Church.

Support: Training for this position will be provided. In addition, the Director of Information Technology will be available for questions and assistance.

Age Requirement: 18 years of age or older

Dress Code: Appropriate dress for representing the Catholic Faith when dealing with meetings with staff, parishioners and so forth.

Other Requirements: Completion of the Diocese of Phoenix Safe Environment Class – Called to Protect. Annual renewal of Safe Environment program.

Benefits for Volunteer:

- Opportunity to help share the New Evangelization work of Church with its parishioners and others outside of the parish.
- Opportunity for learning basics and practicing audio editing software
- Opportunity to listen to, reflect, and understand well the homilies and readings.

Interested in volunteering as Media Editor? Please contact Pedro Gutierrez at (480) 507-44xx, via [My St. Anne](#), or email at pedrog@stanneaz.org