



St. Mary's Catholic Campus Ministry  
at Stephen F. Austin State University



## POSITION DESCRIPTION

**Title:** Media Team Director

### **Primary Purpose**

The primary purpose of the Media Team Director is to oversee and assist the media interns in the execution of the media plan for St. Mary's and all events.

Qualifications:

- Served at least 2 semesters as a Media Intern for St. Mary's or have significant similar experience
- Excellent communication skills
- Proficient in social media including Facebook, Instagram, Snapchat and Mass email systems
- Experience in leadership
- Strong Catholic Faith

### **Primary Responsibilities**

#### Media Team Director

- The Media Team Director coordinates the Media Team and ensures that all functions of the Media Team are being fulfilled on time and in a high quality manner
- Create a multifaceted advertising and media plan for all St. Mary's events
- Coordinate the execution of the advertising plan
- Lead weekly Media Intern Team meetings

### **Primary Relationships**

The Media Intern will report directly Business Manager, and is ultimately responsible to the Campus Minister. He/She will often consult and collaborate with staff, FOCUS Missionaries, interns, leaders, and others associated with St. Mary's.