

# Open Position

## MULTIMEDIA COORDINATOR



The Pennsylvania Family Institute (PFI) Multimedia Coordinator supports the mission of PFI by producing content to support the various projects of the organization. In conjunction with Department Directors and Communications Team, the Multimedia Coordinator ensures PFI consistently conveys a compelling and clear message to key audiences.

### ➤ Key Responsibilities:

- Design PFI-branded materials using Adobe Creative Suite and Canva.
- Assist with video and audio content production to convey PFI's mission and message.
- Take and edit photographs of PFI events and staff.
- Operate as a liaison between PFI and professional printers and vendors.
- Maintain PFI websites, ILC website, and PaFamilyvoter.com.
- Produce multimedia content (graphics, photos, videos) for PFI's social media pages, including but not limited to Facebook, Instagram, and Twitter.
- Design logos and marketing materials to promote organization and key events through email, print, media, and other channels.
- In cooperation with the PFI team and outside consultants, assist in developing communications strategies for PFI-run networks (Church Ambassador Network, etc).
- Innovate multimedia strategies to communicate PFI's mission and reach new audiences across Pennsylvania and the nation.
- Assist the Communications Director in drafting, editing, and publishing PFI email communications.
- Answer phones and assist with other office tasks, as needed.
- Any other duties needed to help drive our Vision, fulfill our Mission, and abide by our Organization's Values.

### About the position

• **Hours:**

Mon-Fri, 8:30 a.m. to 5:00 p.m.  
(Additional hours as needed)

• **Location:**

Harrisburg, Pennsylvania

• **Compensation:**

Competitive salary commensurate with experience


• **Benefits:**

Paid Time Off, Holidays,  
Health Insurance and  
Retirement Plan available

### ➤ To apply

Contact Emily Kreps:

 [ekreps@pafamily.org](mailto:ekreps@pafamily.org)

 717-545-0600

# Open Position

## MULTIMEDIA COORDINATOR



### ➤ Qualifications & Requirements:

#### Skills and Experience

- Strong video and audio production skills, photography, graphic design and website experience preferred.
- Strong computer skills including Adobe Creative Suite and Microsoft Office Suite.
- Understanding of the latest Content Management Systems (CMS) on platforms such as WordPress or Squarespace.
- Strong visual, written, and verbal communication; ability to communicate effectively, thoroughly, and accurately.
- Attentive to detail and well-organized.
- Ability to operate on a schedule, prioritize, and meet multiple, simultaneous deadlines—without immediate or constant supervision—while remaining flexible with ever-changing priorities.
- Self-starter, motivated daily by a passion to see our work advance.
- Problem-solver, able to document, analyze, research, and improve processes.
- Thrive in and enjoy working in a multi-tasking, fast-paced work environment; highly efficient.
- Ability to remain flexible with ever-changing priorities.
- Ability to lift and carry up to 30 pounds.
- Commitment to professional development.

#### Character and Spiritual

- Mature Christian, currently attending or pursuing attendance in a local church.
- Demonstrated commitment to PFI's mission, statement of faith, and position on core issues.
- Ability to work discreetly with confidential information.
- Trustworthy, responsible, tactful, and diplomatic.
- A high level of professionalism. Exhibits strong leadership qualities with a servant's heart.