



JOHN PAUL II Healing Center

Transformation in the Heart of the Church

Digital Technology Specialist **Full-Time/Salary**

Organization

The JP II Healing Center was founded over 10 years ago by Dr. Bob Schuchts, a marriage and family therapist, author and speaker. The JP II Healing Center seeks to provide teaching, healing and equipping for clergy and laity through events and resources in order to bring about transformation in the heart of the Catholic Church.

Job Overview

The Digital Technology Specialists at JP II Healing Center will assist in the set-up and management of digital solutions for the execution and marketing of events, donor relations, and the provision of resources. As the organization expands and our outreach grows, we wish to have someone on our team that can help us find and integrate the right solutions that most efficiently meet the needs of those we serve.

Reports To

The Digital Technology Specialist will report to the Director of Operations for the JP II Healing Center (JP II HC).

Responsibilities and Duties

The below information represents the main body of responsibilities for the Digital Technology Specialist but does not reflect the entire scope of the role. Other duties may be assigned as the position matures and the organization develops.

- Use and oversight of event registration and event platforms such as Reg Fox & Kartra
- Implementation and oversight of Client Relationship Management (CRM) database, marketing and communication platforms and social media such as MailChimp, Zoom, Facebook, Instagram, etc.
- Familiarity with, and maintenance of, the back end of websites, ecommerce solutions and point of sale systems such as WordPress, WooCommerce, Square, etc.
- Management of digital products with editing capabilities including MP3s, Vides, YouTube, etc.

Qualifications

- Practicing Catholic with a mature faith life focused on prayer, personal growth, and a deepening relationship with the 3 persons of the Holy Trinity.
- Bachelor's Degree in a related field or equivalent work experience
- Familiarity with analyzing data, patterns, and trends
- Microsoft 365 proficient (Excel, Outlook, PowerPoint, Teams, SharePoint, etc.)
- Solid problem solving and project management skills
- Excellent communication skills (written and verbal)
- Strong attention to detail
- Highly organized
- Desire to learn and grow professional and interpersonal skills
- Ability to follow directives and receive constructive input
- Desire to contribute to the overall growth of the ministry