**Job Title:** IT Media Manager

**Department:**      Executive Team

**Reports To:**         Director of Membership

**FLSA Status:** Exempt

**SUMMARY**

The IT Media Manager is the key relationship manager for DeMolay International information technology (IT) and graphic media services. This position will oversee a membership database and will manage effective operation of graphic design and media materials. ***This position can be remote, for the right candidate.***

**GENERAL ESSENTIAL SKILLS, EXPECTATIONS, AND RESPONSIBILITIES**

Proven communication skills written and verbal to assist the all key stakeholders on uses of DeMolay technology such as eScribe;

An excellent project manager and critical thinker who can handle and prioritize multiple projects at once and help solve all IT issues in an effective manner;

Troubleshoot issues with eScribe - requires looking through the code to understand why something isn't working, adjusting the code and/or adjusting a members profile;

Manage IT security, perform IT audits, emails, profiles, and website operations for all DeMolay International webpages in a WordPress and other online environments;

Knowledge in the Adobe Suite, specifically Photoshop, Premier, After Effects, Illustrator & InDesign to aid DeMolay in promoting our vision, mission, and purpose;

Work with the Executive Director to build a service level agreement, understand software and media needs and on special projects as assigned.

This position requires at least 10% annual travel, including quarterly trips to Kansas City if remote work is approved and to the annual Session.

**IDEAL CANDIDATE**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Bachelor's degree from a four-year college or university preferably in IT, Media, Graphic Design, or other; and one to three years of experience or equivalent combination of education and experience. Being a Senior DeMolay is a plus.

**COMPENSATION, HOURS, & PTO**

Starting salary for this position is highly competitive. Additionally, the position also has a fully loaded benefits package that includes health, vision, dental, disability, sick leave, and 401k or student loan assistance.

Hours of operation are Monday-Friday 8:30 AM-5:00 PM EST and night/weekend travel as deemed necessary. This position is based in Kansas City, Missouri at the Henry E. ‘Hank’ Stickney DeMolay International Service & Leadership Center though, it can be remote for the right applicant.

DeMolay International grants 11 paid holidays a year additionally, this position will receive three (3) weeks of personnel time off (PTO) for vacation after 90 days of service.

**COMPETENCIES**

Must be a solution-driven, out-of-the-box thinker who works well in a team environment and also be flexible and able to handle multiple tasks simultaneously;

Experience in how a database is structured and how the data is manipulated and presented by the software; knows how to query mySQL database; maintain eScribe back-end software written in PHP and front-end written in PHP/HTML, CSS, Javascript, jQuery.

Object-oriented programming is a plus;

Detail oriented individual with good problem-solving skills. Able to work independently and as part of a team in a fast-paced environment;

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk and sit. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.  Specific vision abilities required by this job include close vision, distance vision and color vision.

**APPLICATION PROCESS**

Application deadline: February 10, 2017.

Please submit the following - all within one email, with attachments clearly labeled:
1. Cover Letter with Resume
2. A two page letter on how DeMolay can increase membership in the United States

3. Contact information (including name, address, email, and phone) for three professional references who can speak to your skills and character.

Email complete application package to Becca Winner BWinner@DeMolay.org