

UNITED WAY OF GREATER LAFAYETTE

VIDEOGRAPHY & SOCIAL MEDIA INTERN

Reports to: Marketing & Communications Associate
FT/PT: Part-time

Position Overview: Produce a full range of video products to enhance marketing efforts for United Way of Greater Lafayette. Help individual donors, funded partner organizations, and corporate partners connect to the mission via social media.

Primary job functions

- Work closely with Marketing & Communications Associate to create original video content in line with marketing objectives
- Produce video content for multiple platforms and re-establish brand presence on YouTube
- Gather, edit, and manage photo/ video content for delivery on different platforms
- Set up and breakdown of video/ photo production sets
- Help brainstorm and execute social calendar/ blog

Secondary job functions:

- Assist with planning AV for special events
- Maintain electronic video and photo filing system

Position Requirements:

- Demonstrated ability to multi-task and ability to solve problems
- Prefer 1-2 years of experience
- Demonstrated skills using MS Office products, Adobe Creative Cloud, and video editing software
- Excellent written and oral communication skills
- Self-motivated; works independently
- Ability to use social media platforms such as Facebook, Instagram, Twitter, and YouTube
- Proficient with video production equipment (cameras, audio, lighting, etc.)
- A great eye for color, composition, and branding
- Detail oriented, hardworking, and eager to learn
- Preferred candidates will have YouTube channel or portfolio to share.

Other Skills/Abilities:

- Hard working, Ethical, Team Player, Goal Driven
- Detail Oriented, Organized, Motivated
- Provide excellent service and present the organization in a positive manner

Minimum of 8 hours per week are required of interns. We are flexible and can work around your work/ class schedules. Intern may apply for school credit as arranged by their educational institution.

Note: Criminal background check may be required. This job description is not intended to be all-inclusive. Interns may perform other related duties to meet the ongoing needs of the organization.

