

## JOB DESCRIPTION

Job Title: Multimedia & Communications Intern

Job Purpose: To help us further obtain edited video footage both live and still and increase our online video visibility.

### Job Dimensions

- Multimedia & Video Production Intern will work approximately 2-5 hours a week.
- Must be available a minimum of ½ hour every day to monitor and communicate on accounts.
- Ideal candidate will have genuine interest in gaining experience in communications and video production.

### Main Responsibilities

- Produce, compile and edit short videos and photographs of ADC/Avondale programs and events.
- Research/develop new ways to engage existing social media followers.
- Develop promotional strategies to encourage new social media followers.
- Manage and continuously update video content on INside Avondale™ YouTube station.
- Work effective and efficient individually and on team projects.

### Qualifications

- Candidate must be detail oriented.
- Have an in-depth understanding of graphic design, video editing and social media.
- Be outgoing, engaging and personable.
- Be available for in-person at meetings once a week.
- Available to work evenings and weekends
- Previous experience or education in social media, public relations, marketing, advertising is a plus.

To apply, please provide resume and a brief statement on why you are interested in this position and any relevant experience or information about yourself.

Please send resumes and information to email [pcartier@growavondale.org](mailto:pcartier@growavondale.org).