



Job Title:	Videography & Digital Media Internship	Department:	Education
Location:	Community Homeworks 810 Bryant St., Kalamazoo, Michigan	Travel Required:	Occasional/Local
Starting Salary Range:	\$15.25 per hour	Position Type:	Part-time (10-15 hrs./wk.) <i>Ability for flextime and virtual office hours as needed</i>
Benefits:	10 paid holidays, paid trainings, conferences/professional development, and generous wellness stipend		

To apply: E-mail khumes@communityhomeworks.org **Subject Line:** Education Coordinator Resume

Attention: Kaylen Humes, Deputy Director

****Please include your resume and a list of references.**

Position Summary:

Community Homeworks is a 501(c)(3) nonprofit organization whose mission is to empower our low-income neighbors to maintain safe, sustainable, and dignified homes in Kalamazoo County. This is achieved through critical home repairs and homeowner education to foster self-sufficient and successful homeowners.

The videography internship supports Community Homeworks by working with our Education Manager and Education Coordinator to provide rich video content for our homeowner repair and maintenance education program. This job has direct contact and frequent interaction with our participants, instructors, community partners and others who support our programs and services. This individual must represent Community Homeworks in a professional manner with courteous customer service. Some evenings and weekends are required. Education programming is typically held one evening per week.

Responsibilities:

Education Program Coordination:

- Coordinate virtual livestream and recorded workshop video and sound production.
- Assist the Education Manager and Coordinator with set and props preparation for virtual workshops.
- Assist the Education Manager and Coordinator with preparing and filming educational “shorts” used on social media.
- Assist the Education Manager and Coordinator with education department digital marketing, including recurring website updates and workshop registration, eblasts, and social media.
- Develop and execute strategies to recruit and sustain education program participants.
- Track and report on program participant attendance and assist with data management.
- Assist with periodic booth and community outreach events.
- Assist with periodic other organizational video production projects to assist the programming and fund development teams with communication and outreach.
- Perform other related duties as assigned by supervisor.

Minimum Qualifications

- Experience and ability to film and edit rich video content.



- Ability to create and prepare quality digital and print marketing content, using recurring templates
- Highly organized and ability to multitask in a fast-paced environment.
- Self-starter and take demonstrates initiative.
- Must have excellent interpersonal communications skills.
- High school diploma or GED required.
- Minimum of 18 year of age, legally authorized to work in the United States.
- Pass criminal background and sex offender registry
- Ability to work a flexible schedule (some evenings and weekends are required).
- Physical ability to stand, bend, and lift up to 50 pounds on a regular basis.

Preferred Skills

- Experience and skilled in working with and providing excellent customer service to people of diverse backgrounds.
- **Must also have a mission-driven commitment to serving low-income and at-risk families. This position requires an individual who wants to make a difference in the lives of vulnerable households and prevent housing instability for families in our community.**

Community Homeworks is an equal opportunity employer.