

## VOLUNTEER POSITION DESCRIPTION

**PROGRAM:** Marketing

**POSITION REPORTS TO:** Director of Strategic Marketing

**DESCRIPTION DONE BY:** Director of Volunteer and Intern Services

**POSITION TITLE:** Video Content Creation Specialist – Intern/Volunteer

We have an **immediate** need for an amazing videographer to work with one of New England's largest non-profit organizations. The student/volunteer will work with our marketing department to create video content that will help us tell our stories. The Justice Resource Institute is looking for a student/volunteer who can tell a story with video – one who is committed to social justice and the good that can be done with a camera and computer.

### **Make an Impact**

This student will tell the best stories from over 70 diverse programs serving over 10,000 individuals each year. Our programs serve populations that are often neglected by traditional media. These include disability services, LGBTQ programs, HIV, homelessness, and child and youth services. Our programs do a great job of transforming lives; we need your help to tell these stories.

### **Education and Experience:**

- Ideal candidate is currently studying or working video production or media arts.
- Students/volunteers will submit a 'reel' or example of work they have produced
- Mature and punctual

### **Compensation:**

This is an unpaid opportunity at this time.

### **CORE QUALIFICATIONS**

- Amazing video production skills
- Shooting, lighting, sound for video experience
- Editing with Final Cut Pro or Avid Suite
- Understands marketing video and online platforms
- Highly organized
- Sense of humor and ability to work with diverse groups of people
- Have a point of view, defend it, and be able to listen and take advice

## **PRINCIPLE ACCOUNTABILITIES**

### **General Duties and Responsibilities:**

- Dress appropriately and be punctual.
- Notify your supervisor if you are unable to keep your schedule.
- Keep a record of your service hours on the posted form at your program.
- Follow the agency's Confidentiality Policy.
- Attend internal and external trainings as required.

### **Specific Responsibilities:**

- Work with Director of Strategic Marketing to plan the production of video marketing materials. Typically 3-5 minute videos.
- Pitch your ideas, storyboard, help with pre-production, shoot, edit, publish!
- Help measure results, monitor and communicate analytics and engagement of videos.
- Learn about JRI Programs, their stakeholders, and clients, make recommendations and pitches that you believe would work to tell stories.

## **OTHER RELATED RESPONSIBILITIES**

All volunteers and interns complete an intake and orientation that includes the opportunity to interview other volunteers and interns, Criminal Offender Record Information (CORI) clearance, reference check, Occupational Safety and Health Administration (OSHA) training, Mantoux (tuberculosis) screening (at some programs), information on Community Care Services' mission, as well as the program's place in that mission, including its philosophy, goals and general policies. We will arrange for all of these requirements.

Volunteers and interns are invited and encouraged to attend additional training, including First Aid, CPR, CPI - Day 1 (De-escalation), Compliance and Performance Quality Improvement.

## **WORKING CONDITIONS**

A dedicated working space for volunteers and interns is provided a Justice Resource Institute headquarters located at 160 Gould Street, Needham Massachusetts, office space also available in Boston office located near Park Street Station.

Justice Resource Institute seeks to find the best volunteer / intern for an available position.

The agency does not discriminate with regard to gender, marital status, pregnancy, sex, color, race, age, national origin, ancestry, religion, or creed, physical or mental disability, sexual orientation, gender identity/expression, genetics, military or Veteran's

status, political beliefs or other protected status.

**AGENCY SUMMARY:**

Justice Resource Institute is a non-profit 501(c)(3) human services agency dedicated to addressing the most confounding challenges of both the human services and educational systems and the persons and families these systems were created to serve. JRI pursues the social justice inherent in opening doors to opportunity and independence. Although our range of services is as varied as those we serve, our approach is uniformly characterized by compassionate support, innovation, and community leadership. We work in partnership with individuals, families, communities and government to address their shared challenges in a comprehensive, coordinated, systematic, and effective manner. JRI seeks new knowledge and improved evidence-based practice, in research and in the field, in order to inform our continuous search for excellence in service.

**Contact:**

David Nadleman  
Director of Strategic Marketing  
160 Gould Street  
Suite 300  
Needham, MA 02494  
P - 617-874-0517  
[dnadelman@jri.org](mailto:dnadelman@jri.org)