

# VIDEO PRODUCTION SPECIALIST

**LOCATION:** Lifesong Office, Gridley, IL

**STATUS:** Full-time

**BENEFITS:** Yes

**REPORTS TO:** Creative Director

## POSITION SUMMARY:

The Video Production Specialist will work alongside the creative team and others in the organization to develop and implement content for Lifesong for Orphans' key constituencies (advocates, adoptive families, churches, supporters, and board members). The Video Production Specialist's primary responsibilities are video creation, editing, and distribution. This position will also collaborate with others to explore new ways to better visually share what God is doing through this ministry. The ideal candidate is creative, dependable, adaptable, and innovative, with a heart for the orphan and vulnerable.

## RESPONSIBILITIES:

- Video Production
  - Pre-production, filming, and editing
  - Collaborate on creation, production of videos for programs, development, and administration purposes
  - Visually communicate stories of adoption, orphan care and foster care in compelling and creative ways
  - Design content for social media & email marketing
- Photography

## OTHER DUTIES AS REQUESTED

- Collaboratively manage and coordinate creation and update of web-content
- As needed, perform additional tasks to support the effective operation of a non-profit organization

## EDUCATION & EXPERIENCE:

- Preference, Bachelor's degree, in video production or related field
- 1 - 2 years of video production or similar experience
- Demonstrated interest in caring for orphans and vulnerable children
- Experience with Adobe products (Premiere Pro, After Effects, Audition, etc.)
- Familiarity with Windows and Mac operating systems, HTML, Microsoft Office
- Other preferred skills or experience: non-profit work, marketing/communications, and social media
- Ability to work effectively with multiple individuals and manage several projects at once
- International and domestic travel

## REQUIRED SKILLS AND ABILITIES:

- Have a clear understanding of and commitment to Lifesong for Orphan's mission and vision
- Adhere to and share the Lifesong for Orphan's Statement of Faith, Cultural Values and Standards of a Staff Member
- Ability to adapt quickly to a fast moving, dynamic organization
- Ability to consistently meet deadlines and timely turnaround while still having vibrant creativity
- Creative thinking and problem solving skills
- Operate with basic competency in Microsoft Office
- Strong written and verbal communication skills
- Administrative and detail oriented
- Problem solving skills
- Adaptive thinker
- Cultural sensitivity
- A team builder with strong leadership and management skills
- Ability to collaborate in an international setting
- Ability to work cooperatively and contribute as a team player

## PHYSICAL REQUIREMENTS:

- Prolonged periods of sitting at a desk and working on a computer
- Must be able to lift up to 25 pounds at times
- Ability to travel internationally

This job description is intended to convey essential information about the scope and requirements of the position. It is not intended to be an exhaustive list of qualifications, skills, duties or responsibilities associated with the role. Staff may be assigned tasks other than those specifically listed in this description in order to further the goals of the role or of the organization.

**Serious applicants should complete the application form at [lifesong.org/job-board](https://lifesong.org/job-board). No calls please.**

