



Digital Media Intern

Term: Winter, Spring, Summer or Fall

Length: 10 weeks or longer (flexible)

Hours per Week: 15-25 (flexible)

Reports to: Marketing & Communications Manager

Primary Function:

The Bernie's Book Bank Digital Media Intern is a self-starter who assists with videography and photography efforts.

Essential Job Responsibilities:

- Create and edit video content for social media channels (Facebook, Twitter, Instagram, YouTube and Snapchat)
- Shoot and edit photos to bring our mission to life visually
- Manage video analytics
- Maintain video and photo archives
- Assist with basic graphic design projects
- Participate in brainstorming sessions and team meetings
- Assist with administrative tasks, as needed

Requirements:

- We are looking for candidates who are passionate about our mission to significantly increase BOOK OWNERSHIP among under-served infants, toddlers and school-age children.
- MUST have a high school diploma
- MUST have previous video experience and submit a portfolio or sample video with application
- MUST have and exude an exceptionally positive, "I CAN/I WILL" attitude and be self-motivated
- MUST value all daily tasks as essential to our mission
- MUST demonstrate an understanding of the value of relationships as the lifeblood of Bernie's Book Bank
- MUST represent the following qualities: problem-solving, strong work ethic, fast-paced, flexible, responsible, communicative, organized, personable, multi-tasking
- Ability and willingness to take direction

Working Conditions/Physical Demands: While performing the duties of this job, the incumbent will typically be working in an office or event space environment. Will sometimes be asked to do moderate lifting, bending, pulling, and standing for extended periods. Reasonable accommodations may be made for individuals with disabilities to enable them to perform the essential duties.