

**Multimedia Production Coordinator
Job Posting**

Do you want to improve your skills, build a compelling portfolio, and create positive change in your community? The Governor's Prevention Partnership is looking for a driven, creative, results-oriented video content creator to help take our team to the next level and make a difference in the lives of young people across Connecticut. ***This is a grant-funded, one-year position.***

The ideal candidate for this position is an innovative, enthusiastic professional with a minimum 3 years' video production experience who can write and produce engaging, educational content in language that appeals to youth through short videos. The Multimedia Production Coordinator will work as part of our Communications team and support organizational initiatives.

This is a 37.5 hour full-time, Connecticut-based, benefits eligible position. There will be occasional evening or weekend hours. Some travel may be required within the state of CT when video needs to be shot offsite. Travel will be based on CDC guidelines to community sites, meetings, schools, conferences and trainings, as appropriate. ***This position will be Work at Home to begin 2022 though may require staff to work in-person at our East Hartford, Connecticut office.***

Essential Functions

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| Write Educational Content | 20% |
| a. Write engaging, educational content that can be formatted into short videos specific to a prevention curriculum for youth. | |
| Assist in Editing of Content | 15% |
| a. Edit video/audio (good editors work well with video contractors) | |
| b. Adhere strictly to brand guidelines as denoted by Director of Communications and Marketing | |
| Project Management | 20% |
| a. Work closely with contractors to ensure the project timeline does not fall behind. | |
| b. Technical assistance for implementation of curriculum in conjunction with program staff | |
| c. Communicate issues quickly and transparently so they can be solved before becoming larger problems. | |
| d. Easily navigate The Partnership's internal file storage and project management systems | |
| Collaborate with Program Staff to ensure proper content | 30% |
| a. Understand and speak organizational language so that produced videos fit both The Partnership and project branding guidelines | |
| b. Translate said language in a way that appeals to youth | |
| Other duties as assigned | 15% |

Required Experience, Skills, and Qualifications

Knowledge and Skills

- a. Strong written communications skills with an emphasis on writing to video
- b. Creative
- c. Self-motivated
- d. Ability to work as part of a team
- e. Resiliency
- f. Deadline-focused
- g. Detail-oriented

Minimum Qualifications

- a. At least 3 years video production experience (this can be either formal experience or through video content creation, YouTube, TikTok, etc.)
- b. Portfolio of videos ready for review during application process
- c. Bachelor's degree preferred
- d. At least 1 year graphic design experience preferred
- e. Knowledge of Adobe products, specifically Premiere, Photoshop, and/or Illustrator is required.
- f. COVID-19 vaccination

Work Context

The position requires the use of Zoom or other video conferencing technologies, electronic mail, reading and writing letters, memos and other correspondence, and requires telephone and face-to-face conversations with external customers and other constituents both individually and in groups. The position requires meeting strict deadlines utilizing discretion, confidentiality and a high degree of accuracy.

This one-year grant funded position provides a salary range of \$47,000 - \$52,000 with a full benefit package including paid time off, medical, dental, vision, life insurance and a retirement account among other benefit options.

A cover letter with your resume is required for consideration.

Closing Date: 3/28/22

Interested candidates may forward a resume and cover letter (reference) **posting MM Production Coordinator** to: Humanresources@preventionworksct.org

The Governor's Prevention Partnership is an equal opportunity employer. All employment decisions are made without regard to race, color, age, gender, gender identity or expression, sexual orientation, marital status, pregnancy, religion, citizenship, national origin/ancestry, physical/mental disabilities, military status or any other basis prohibited by law.