

## **Digital Media Assistant**

**Location: Remote / Preference Michigan**

**Position: Part Time**

**Department: Marketing**

HHRD's Marketing Department is looking for a highly motivated Digital Media Assistant to join its team of creatives. The Digital Media Assistant will assist in the creation of digital media to promote the organization's programs.

### **Responsibilities:**

Primary duties (80%)

- Coordinate with HHRD teams to collect, organize, log and archive digital media content
- Perform digital media storage and backups on a regular basis
- Assist in video editing

Secondary duties (20%)

- Assist in videography
- Additional duties as assigned

### **Qualification and Requirements:**

- Minimum 2-3 years of experience in digital media
- Strong communications and organizational skills
- Ability to work with a team, and independently, in a fast-paced environment
- Ability to work on weekends and some evening hours
- Maintain high standards of quality and can learn new skills
- Work a minimum of 20/hours week.
- Bachelor's Degree
- Proven video editing and production skills
- Experience with Adobe CC preferred
- Previous experience with Charity/non-profit organization is a plus
- Marketing and social media experience is a plus

**Compensation:** The salary will be discussed during the interview process.