



into the wilderness
get outside

ITW Job Description

Media Development Coordinator

Title

Media Development Coordinator

Status

Seasonal or part-time position

Pay

Volunteer position (volunteer contract required)

Goal

To develop videos of varying length and themes to promote ITW as part of the marketing department

Summary

This position will consist of project-based videography tasks. Videos will be developed from existing footage and new footage. This position would serve as a volunteer or potential internship. The goal of this position is to produce high quality videos for marketing and development purposes.

ITW Values

The applicant must believe in the centrality, supremacy and lordship of Jesus Christ and desire to grow as a disciple of Jesus Christ. He or she is expected to mature in intimacy with Jesus, keeping Christ as the center of their life. He or she is expected to walk in the light with Christian believers, demonstrate the character of Jesus and walk in step with the Spirit daily. He or she must be competent integrating faith and prayer into their job description and be committed to living for God's glory. The applicant must read and agree to ITW's mission statement and doctrinal statement which can be found on the web site.

Required Qualifications

- 👤 Works well independently and as a team
- 👤 Can complete tasks with mild supervision
- 👤 Good communicator
- 👤 Detail oriented
- 👤 Self-motivated

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- Experience with video capture (please describe on resume)
- Experience with video-editing software (please describe on resume)
- Experience with video-editing (include 2 portfolio pieces with resume)
- Personal computer with video software required

Expectations

Location: On-site or remote (must have appropriate data transfer capabilities if remote) Reports to: Marketing Director

Involves:

- Meeting with appropriate ITW staff to identify video theme and details of project
- Submitting storyboard and other project milestones as requested during project to collaborate on development
- Meeting with ITW staff as appropriate to facilitate project completion according to identified goals and timeline
- Submitting time sheets or other appropriate documentation of time spent on project for accounting purposes