



# REBUILDING CENTER

## INTERNSHIP POSITION: MEDIA CONTENT CREATOR

**Department:** Administration (Marketing & Communications)

**Schedule:** 15-20 hours per week, Monday through Friday between 9:00am and 5:00pm; specific hours flexible to work with intern's schedule. **Minimum three-month commitment.**

**Reports To:** Marketing & Communications Manager

**Description:**

The Media Content Creator will assist and support the ReBuilding Center's Marketing & Communications Manager in creating exciting and dynamic content to promote our nonprofit mission.

In the course of this work, the Media Content Creator will receive mentoring in nonprofit media and marketing methods at a nonprofit organization committed to inspiring people to value and discover existing resources to strengthen the social and environmental vitality of our communities.

This entry-level position is offered as a three-month to one-year internship designed for an individual interested in gaining nonprofit marketing skills and media content creation experience.

**Responsibilities:**

1. Assist the Marketing & Communications Manager in creating consistent media content that is branded to our voice and concurrent with our mission. Help capture stories through film, photography, and writing about the ReBuilding Center store, DeConstruction Services, Community Outreach Program, Volunteer Services, classes, how customers have used our materials in their own creative reuse projects, and topics that relate to our social and/or environmental mission. Follow up with individuals through email, phone calls, and in-person interviews.
2. All stories will be altered for the various channels: social media channels (Instagram, Facebook, Twitter), weekly MailChimp newsletter campaigns, blog posts, Squarespace website updates, and content for touchscreen kiosks in our Community Commons.

**Qualifications:**

- High school degree (ideally some post-secondary education)
- Verbal and written communication skills
- Photography & photo editing skills (using programs such as Photoshop, Lightroom)
- Videography & video editing skills (iMovie, FinalCut, AfterEffects)
- Must be tech savvy with online computer programs such as MailChimp, Blogspot, Squarespace
- Ability to be mobile to capture stories off-site (such as a DeConstruction job or tiny home installation)
- A commitment to positive social and environmental change
- Must be highly self-motivated, organized, self-directed, and quick to respond to rapidly changing assignments.
- Ability to work via computer and telephone, lift some file boxes up to 50 pounds; and attend occasional evening meetings.
- We prefer, but don't require, some relevant experience with nonprofit organizations or in an office environment. Highly capable administrative skills are also a plus.

**To apply** please contact the Marketing & Communications Manager, Ashley Howe, by email [ashley@rebuildingcenter.org](mailto:ashley@rebuildingcenter.org) or by phone 503-729-7935.