



4T'S TEACHING TEENS TO THINK

JOB SPECIFICATIONS

POSITION:	VOLUNTEER VIDEO PRODUCTION COORDINATOR
REPORTS TO:	ADMINISTRATION ASSISTANT
LOCATION:	VIRTUAL / WFO (WORK FROM HOME)
STARTING TIME:	1-2 HOURS A DAY PER WEEK OR ON AN AS NEEDED BASIS
ENDING TIME:	REFER TO "STARTING TIME"
POSITION TENURE:	ONE YEAR
START DATE:	IMMEDIATE

OVERVIEW

4T's – Teaching Teens To Think Fundraising Coordinator position is responsible for creating positive cash flow to fund its programs.

PRIMARY DUTIES AND RESPONSIBILITIES

- Lead the production planning and efficient execution of 4T's program and service projects.

REQUIREMENTS

- 2-4 years of experience in digital production.
- A degree and/or work experience with emphasis in marketing and advertising, integrated production experience and expertise (digital/video/audio)
- Proficiency and demonstrated success with the design and creative process
- Successful application of digital technology trends and emerging technologies
- Successful maintenance of a project budget and timelines as well as insuring quality of deliverables
- Ability to creatively help define, craft and evolve ideas and develop production plans and proposals for upcoming digital projects
- Excellent written and interpersonal communication skills with the ability to explain complex ideas clearly