



## Speak For Those Who Cannot Programs, Inc.



**SPEAK Multimedia Volunteer Intern:** Position is ideal for student seeking hands-on working experience in the multimedia discipline. Intern must demonstrate experience shooting digital recording and with using basic to mid-level editing software.

### Essential Job Functions:

- Flexible schedule
- Able to use digital video cameras to record footage and interviews
- Able to use basic to mid-level video editing software
- Able to use digital cameras for shooting photographs
- Able to complete 2 short videos (under 5 minutes) in the 12 week timeframe

### Behaviors and Skills needed to successfully perform this position are:

- **Demonstrate Christian Character** – Models good character in regards to work and interaction with others. Respectful to supervisors and co-workers.
- **Work Independently** – Intern will be responsible for most of the projects with minimal supervision.
- **Good communicator and professional behavior** - Communicates clearly and directly, approachable, relates well to others, engages people and helps them understand change, provides and seeks feedback, articulates clearly, actively listens, able to interact with staff and video participants
- **Creative** – able to visualize a story and complete an edited video that is clear and easy to understand, able to come up with creative ideas and suggestions, able to follow direction and modify plans as needed to complete a given project
- **Achieves results through teamwork** – Is open to diverse ideas, works inclusively and collaboratively, holds self and others accountable, involves others to accomplish individual and team goals.
- **Leads through positive influence** – Demonstrates strong character; builds partnerships; models a conscious balance between work and personal life; takes personal responsibility for own development; role models leadership qualities such as motivation, inspiration, passion and trust.
- **Organized and Timely** - Plans and organizes well, sets a clear and simple course of action, stays focused on the most important priorities, has the ability to visualize and plan out what steps will be needed to complete each video project.

### Position Minimum Requirements

- 12 Week commitment ( at least 10 hours per week)
- Able to work in Delaware or other sites for recordings (Other times, Intern may work from home)
- Intern should be familiar with internet and social networking sites
- Must have access to a computer with editing software (If intern wants to complete editing part of projects independently)
- To be considered for the internship, intern must commit to at least 12 weeks.
- Intern is required to supply 2 References: 1 Character Reference and 1 supporting the intern's ability to complete assignment