



Engineer (Podcast)

Open Heart Leaders Nonprofit Organization

Sector: OHL Build

Program: Internship

Type:

Organization Description :

Open Heart Leaders is a 501(c)3 charitable nonprofit organization that dedicates itself to serving marginalized, underserved communities. It is the vision of our organization to help people from diverse backgrounds in any way possible. We strive to help align the head and heart to maintain healthy relationships within one's physical, spiritual, and emotional self.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manipulate and edit film pieces in a way that is invisible to the audience
- Trim footage segments and put together the sequence of the film/audio
- Input music, dialogues, graphics, and effects
- Create rough and final cuts
- Ensure logical sequencing and smooth running
- Continuously discover and implement new editing technologies and the company's best practices to maximize efficiency.
- Shorten 60+ min of webinar videos into concise 30-40 min videos
- Edit 10-60 second advertising marketing clips from footages for social media posts
- Create thumbnails for Youtube content

QUALIFICATIONS AND SKILLS

- Demonstrable video editing ability with a strong portfolio
- Familiarity with Canva for creating thumbnails
- Thorough knowledge of timing, motivation, and continuity
- Familiarity with special effects, 3D and compositing
- Creative mind and understanding the vision

EDUCATION/EXPERIENCE/CERTIFICATION

- Bachelor's (Preferred)
- Adobe Premiere: 1 year (Preferred)
- Final Cut Pro: 1 year (Preferred)
- Proven work experience as a video editor
- Solid experience with digital technology and editing software packages (e.g. Avid Media Composer, Lightworks, Premiere, After Effects, and Final Cut)



Engineer (Podcast)

Open Heart Leaders Nonprofit Organization

VALUE-BASED BEHAVIORS:

- Frequently practices active listening by asking clarifying questions to gain a better understanding of other people's views.
- Works effectively in a team environment and willingly cooperates with other team members.
- Promotes and advocates for honesty and integrity in one's own work as well as in that of others.
- Identifies and takes advantage of opportunities for personal and professional growth.
- Honors the private and confidential matters of coworkers, clients, and the organization overall.
- Follows rules, regulations, and policies while contributing ideas for implementing changes.

HEALTH STATUS:

- Must provide proof of a negative COVID-19 test prior to working onsite.

PHYSICAL AND MENTAL DEMANDS

Physical Demands:

- Must be able to sit for prolonged time periods in front of a computer screen

Mental Demands:

- N/A

BACKGROUND CLEARANCE:

- N/A

TRANSPORTATION:

- reliable transportation to and from work if working on site

Pay

- Unpaid
- College credits may be arranged
- Work experience at an established nonprofit organization

TIME COMMITMENT:

- Minimum 15 hours per week
- A minimum of 6 months commitment



Engineer (Podcast)

Open Heart Leaders Nonprofit Organization

CONTACT INFORMATION:

Human Resource Department

858-256-6736

info@openheartleaders.org

www.openheartleaders.org

OFFICE LOCATION: Remote or Physical