



We are searching for a **Digital Media Specialist**

For more than 150 years, American Baptist Home Mission Societies has answered God's call to meet the needs of those living on the margins. The ministries we support across the United States and Puerto Rico transform and heal communities dealing with poverty, disaster and crisis.

[American Baptist Home Mission Societies \(abhms.org\)](http://abhms.org)

[Center for Continuous Learning | ABHMS \(ministrelife.org\)](http://ministrelife.org)

Essential Purpose of the Position

Under the general direction of the Director of Marketing & Communications, the **Digital Media Specialist** develops compelling digital media and video content to position ABHMS for success in telling its mission and core message. While not exclusively, there is a key expectation of creating and editing high quality videos for the Center for Continuous Learning and other key initiatives and events. These media and video products will enjoy broad viewership among a variety of audiences, across ABHMS' digital platforms and channels as well as at high-profile events.

In collaboration with members of the Communications & Marketing team, IT team and other key staff of ABHMS, the creative and self-motivated **Digital Media Specialist** will oversee all facets of video production, including, but not limited to, concept and story development, gathering video and audio footage, editing, post-production, and archiving of branded, short-form and long-form videos used primarily on the web and on social media.

Key Duties and Responsibilities

- Produce digital content to communicate ABHMS's brand and core message for our various websites, social media, digital signage, and other learning management systems across the organization.
- Create (and edit) digital media, video and photo/narrative stories.
- Generate customized videos of special events and workshop content with primary focus on Center for Continuous Learning and other key programmatic initiatives.
- Market online workshops and other events/services using a creative and innovative approach
- Update various websites/social media platforms on a daily basis.
- Create and nurture successful relationships with other staff and key partners to gather content for digital media and video projects to advance missional and business objectives.
- Plan and manage multiple projects and production timelines; communicating with multiple project owners/stakeholders throughout the production process to ensure all deliverables meet requirements.

- Ensure digital content is consistent in terms of style, quality and tone, and is optimized for search, social, user experience and to drive traffic to ABHMS website and social media.
- Integrate accessibility options into final video products.
- Stay abreast of technological advancements in videography, photography, content delivery, multimedia and social media.
- Occasional travel to key meetings/events.
- Other relevant duties, as assigned.

Qualifications

- Passion for the mission and vision of ABHMS and congruence with ABHMS values
- Bachelor's degree and three years of related experience, or an equivalent combination of education and experience; degree in Audio/Visual Communications, Design, Film or Video preferred.
- Visual composition skills with the ability to conceptualize and produce story telling video productions.
- Proficient in Final Cut Pro, Adobe Premier, DaVinci Resolve, and/or other video production software, including color grading and utilization of LUTs, video compression, and export utilities. Experience with After Effects and/or Compressor and Motion a plus.
- Proficient in photo editing software (e.g., Adobe Photoshop, Adobe Lightroom).
- Knowledge of lighting for video and audio production using DSLRs and audio recorders.
- Ability to configure, operate and maintain studio and/or field audio, lighting and associated production equipment.
- Ability to assess situations rapidly in a fast-paced environment, develop creative and cost-effective ways to solve problems, and establish cooperative working relationships with other units as well as external vendors.
- Strong communications and presentation skills required (both oral and written), with ability to communicate with diverse audiences.
- Demonstrated cultural competency and ability to work with groups of diverse individuals in a respectful, equitable, and inclusive ways.
- Highly organized, multi-tasker with strong project management and time management skills.
- Self-motivated with an ability to work individually, collaboratively and in teams.
- Ability to handle multiple projects at a given time, establish schedule and meet deadlines in a productive manner, and problem-solve various technical challenges.
- Experience in digital asset management systems preferred.
- Working experience with Mac computer systems and proficiency in MS Office software (Word, PowerPoint, Excel, etc).

- Strong professional ethics and sensitivity to confidentiality and accuracy in handling records.
- Experience working in non-profit and/or faith-based organization a plus.
- Able to promote a positive work environment and a spirit of cooperation.
- Able to occasionally work an irregular schedule, evenings or weekends.
- Able to occasionally travel.
- Able to commute daily to ABHMS corporate offices in King of Prussia, Pa.

At ABHMS, our team-oriented collaborative approach allows for ample learning and development opportunities. ABHMS is an ideal atmosphere in which to best use your skills and talents, and is eager for your input, ideas, and inspiration.

ABHMS is a great company to work for and is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Our total rewards package includes excellent salary and a generous selection of benefits: comprehensive health insurance (medical, vision, Rx and dental), a generous amount of paid vacation and holidays and paid sick time, plus employer-provided funds into a fully vested 403b). ABHMS provides staff with the support needed to continue to develop knowledge, skills and abilities along their chosen career path consistent with ABHMS' missional priorities and objectives. We offer a safe, professional work environment located at the Leadership & Mission Building, 1075 1st Avenue in King of Prussia, PA.

This is full-time position and is open immediately. We will begin reviewing applications **as early as January 31st 2022** and position will close when we find ideal candidate. If interested, please send the following information as soon as possible:

1. A **Cover Letter** and **Current Resumé** (Doc or Docx format)
2. A **2-3 minute video** indicating your passion for how videography can help tell the ABHMS core message. (mp4 format)

Send requested information to HRMatters@abhms.org as early as possible.

The American Baptist Home Mission Societies is an equal opportunity employer.