

Job Description / Announcement
Position: Video Intern



Inspiring all girls
to be strong,
smart, and boldSM

Responsible to: Publications Manager

Location: NY Headquarters (120 Wall Street, New York, NY)

ORGANIZATION: Girls Incorporated® is a nonprofit organization that inspires all girls to be strong, smart, and boldSM. With local roots dating to 1864 and national status since 1945, Girls Inc. has responded to the changing needs of girls through research-based programs and public education efforts that empower girls to understand, value, and assert their rights. In 2008, Girls Inc. reached over 900,000 girls through Girls Inc. affiliates, our website, and educational publications. To learn more, visit www.girlsinc.org.

Summary: The Video Intern will assist the Marketing and Communications department with cataloging video footage and editing. There may be opportunities to participate in production.

Responsibilities:

- Assist in assembling video footage for a variety of online projects
- Editing segments as needed

Work Schedule:

- 12-20 hours per week
- Semester-based, as available:
 - Fall: September – December
 - Spring: January - April
 - Summer: May - August

Qualifications:

- Strong computer skills, proficiency in Microsoft Office
- Working knowledge of Adobe Illustrator, Cleaner, MPEG Streamclip, Final Cut Express or willingness to learn
- Excellent organization, writing, and interpersonal skills
- Interest in traditional and social media and marketing, online communities, youth media, and girls' issues

Salary and Application Information:

- Unpaid, college credit only
- Please send cover letter and resume to [Quin Charity](#), Publication Manager.
- No phone calls please.

AN EQUAL OPPORTUNITY EMPLOYER