

Title: **Media Production Volunteer or Intern**
Reports To: Marketing and Communications Manager, Planning & Administration Department
Type: Volunteer or Internship
Duration: Ongoing

Position Summary:

Are you a creative storyteller who wants hands-on experience capturing real-world impact through photography and videography? CAPRW is seeking a Media Production Volunteer to capture high-quality photos and videos at our Head Start centers across Ramsey County. Head Start and Early Head Start are no-cost child and family development programs in Ramsey County that support pregnant individuals and families with children from birth to age five, focusing on school readiness, social-emotional development, and more. The Media Production Volunteer will use photography and video to capture classrooms, learning environments, and program activities to serve on our new website.

This position requires a minimum commitment of 4 hours per week for at least 3 months and availability Monday – Thursday between 9:00 am and 3:30 pm. The role may be structured as a volunteer position or an internship for academic credit, depending on your needs.

Your Impact

Your work will help tell the story of how our Head Start programs support low-income children and families throughout Ramsey County. These images and videos will strengthen how we communicate our programs to partners, clients, volunteers, and more to better understand our programs and services.

Essential Functions:

Duties & Responsibilities:

- Visit Head Start centers to photograph classrooms, facilities, and program spaces
- Work with the Marketing and Communications Manager to gather audiovisual content on site
- Capture short-form video footage for use on the website and marketing materials
- Use editing software to organize and edit footage (including audio cleanup and adding transitions, titles, and graphics)
- Present completed videos and incorporate feedback into final versions
- Follow privacy, consent, and child safety policies at all times
- Other duties as assigned

Safety: Responsible for conducting all duties in a safe manner.

Qualifications:

Education & Experience:

- Must be at least 18 years of age
- Experience or coursework in video production, multimedia storytelling, journalism, or a related field preferred
- Must have own camera setup and sign a CAPRW Volunteer Photography Privacy & Usage Agreement

Abilities & Skills: In order to be successful in this position, the volunteer will at minimum need to possess the following abilities and skills:

- Familiarity with video editing software (e.g., Adobe Premiere, Final Cut Pro, Canva, iMovie)
- Ability to prioritize and manage multiple tasks
- Can function independently with minimal supervision and collaborate as part of a team

- Self-motivated, dependable, with strong organizational and communication skills
- Ability to adapt to new processes, tools, and environments
- Comfortable interacting with people of diverse backgrounds
- Comfortable interacting with young children ages 0-5
- Demonstrated ability to handle confidential information professionally
- Fluency in English required; bilingual candidates encouraged to apply
- Must successfully pass a criminal background check and fingerprinting

Physical Requirements:

Normal office exertion required. Ability to lift 20 lbs (desired).

Mental Requirements:

This position requires the ability to prioritize and manage multiple tasks under sometimes stressful conditions. Must be able to function independently with minimal supervision, accept support as needed, and be an effective team member. Must be self-motivated, dependable, and demonstrate both leadership skills and mature judgment abilities.

Environmental Requirements:

School environment (classroom and playground). Remote work is possible when editing videos.

Time Commitment:

Minimum of 4 hours per week for 3+ months. Must be available during office hours Monday - Friday from 9 am - 3:30 pm.

Location:

Our main office is located at 450 Syndicate St North, St Paul, MN 55104, but we have Head Start locations throughout St. Paul that you will travel to. You must have reliable access to a vehicle.

REGISTRATION INFORMATION:

Complete a Volunteer Application at <https://caprw.org/take-action/volunteer.html> and email a resume to volunteers@caprw.org.

Questions? Email volunteers@caprw.org

The mission of **Community Action** is to invest in people experiencing poverty to build generational prosperity. Community Action Partnership of Ramsey & Washington Counties provides a variety of programs including Energy Assistance, Energy Conservation, Head Start, Early Head Start, and Financial Opportunity Programs. Visit www.caprw.org to learn more.

Note: The above statements are intended to describe the nature and level of efforts being performed by persons assigned to this volunteer position. They are not intended to be an exhaustive listing of all responsibilities, duties, and skills required, and management reserves the right to make modifications at their discretion.

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