



LOVE THY NEIGHBORHOOD

Job Description Media Assistant

Organization

Love Thy Neighborhood's **mission** is to develop young adults into servant leaders and strengthen our nonprofit partners while living together in intentional Christian community.

Love Thy Neighborhood's **vision** is to transform lives in local communities through the power of the gospel.

Young adults, ages 18-30, serve for a summer or year through social justice internships. Team Members grow in their faith and life skills by living in Christian community and being actively involved in the lives of their neighbors and their church. More info available at www.lovethyneighborhood.org.

Media Assistant Role and Key Objectives

The Media Assistant aids in the creation and editing of podcast and video content for Love Thy Neighborhood. LTN produces multiple podcasts on an annual basis and is expanding into a variety of video projects. Key objectives include editing all audio and video content, collaborating on content for projects, conducting interviews, and overseeing recording sessions as needed. This role is 80% audio/video editing and 20% other duties. Audio editing is primary. As organization continues to grow, role may shift to a more specialized area.

Key Responsibilities of Media Assistant

- Log and transcribe interviews
- Create audio clips from interviews according to script
- Participate in podcast listening edit sessions and provide feedback
- Edit and finalize podcast episodes - including cleaned narration clips, soundtrack music and bumper music
- Upload podcast episodes to Soundcloud
- Conduct interviews as needed
- Film video segments
- Edit videos (social media, miniseries, and training videos)
- Upload videos in final formats for appropriate usage

- Maintain media channels (i.e. Spotify, YouTube, etc) to ensure they are broadcasting correctly
- Work with staff/interns to have all content needed for blogs
- Work with staff/interns to have all content needed for podcast/video social media

Key Skills

- Audio Editing & Sound Design
- Audio Engineering
- Video Editing
- Videography
- Adobe Audition
- Adobe Premiere Pro
- Storytelling
- Communications

Hours: 40 hours per week

Salary: TBD + Health insurance (employee only) + personal days

Media Assistant reports to the Media Director.

Love Thy Neighborhood, Inc. | 1143 S. 3rd Street, Ste. B | Louisville, KY 40203 | (502)
791-5860
info@lovethyneighborhood.org | www.lovethyneighborhood.org