



Job Description

Job Title	Multi Media Support Intern
Job Location	Warwick, Rhode Island
Team Name	Youth Engagement and Action
Job Reports To	Social Media and New Technology Advisor

Job Summary

Background

Plan USA, an international child-centered development organization working in 49 countries in Africa, Asia and Latin America, seeks a Multi-Media Support Intern to organize, edit, polish, compress/ convert, add subtitles and upload videos, photos and artwork and other content to the Virtual Village website (www.virtual-villages.org). The Virtual Villages project is an on-line interactive experience which uses video, photography and art created by youth in Africa to allow web visitors to explore villages and experience life there.

Main Responsibilities

- organizing photo, video, music and art content
- editing 2-minute videos using Adobe Premiere Pro or Adobe Elements
- compressing videos and photos for uploading
- adding captions and subtitles (provided) to artwork, photos and videos
- uploading videos and other content to YouTube, Dotsub and/or the Virtual Village sites
- writing short paragraphs to accompany content on the website (based on material provided)

Skills, Technical Knowledge and Qualifications

A demonstrated commitment to children and their welfare

Preference:

- The internship position requires the following skills:
- interest in international development work, non-profit work, social media, social change
- experience with film making, editing, photography
- good organizational skills
- excellent management of Office 97 and the Internet
- editing abilities in Adobe Premiere Pro and/or Adobe Elements
- knowledge on video formats, CODECs and compression
- experience uploading videos/photos/etc to YouTube and other social media sites

Work Environment

- Typical office environment

Key Interactions

Within Plan USA

- Youth Engagement and Action team members
- Plan USA Staff

Outside Plan

- Plan International staff

Additional Information

Duration

This is a three to six months 15 – 20 hours per week part-time internship position based in Warwick, Rhode Island. The position is **unpaid** and school credit is offered.

Starting time

- January 2010
- Applications will be accepted until the position is filled.

How to apply

- Email cover letter, resume, and writing sample to the Internship and Project Coordinator at Samuel.koroma@planusa.org. Applications will be accepted until the position is filled.
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- For more information, visit our website at <http://www.planusa.org/who/jobopps.php>