



220 Herndon Street
 San Marcos, TX 78666
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www.haysfoodbank.org

Position Description

Job Title:	Visual Storytelling Intern
Reports To:	Community Relations Coordinator
Location:	Hays County Food Bank (HCFB) Office
Classification:	Volunteer, unpaid/available for academic credit

Position Summary

The Visual Storytelling Intern will work directly with the Community Relations Coordinator to create videos and take photos that highlight food bank events, clients, volunteers, donors, partners, and staff used to engage the community about Hays County Food Bank's mission and efforts.

Duties and Responsibilities

- Film videos using HCFB's GoPro or with own equipment
- Assist in developing interview questions, specific for various audiences
- Interview clients, volunteers, donors, partners, and staff on video/audio
- Edit videos for mass communication (social media, website, traditional media)
- Collaborate with staff on new ideas, directions, and venues for marketing and communications
- Represent Hays County Food Bank at third-party fundraisers
- Other duties as assigned

Qualifications

- Be responsible, flexible, hard-working, ethical, and committed to the mission of HCFB
- Completed or working toward a college degree, preferably in a related field (e.g., Video Production, Marketing/Communications, Digital Media, Public Relations)
- Video editing knowledge
- Ability to work cooperatively with a diverse range of people
- Self-starter
- Excellent critical thinking/problem solving skills
- Excellent verbal and written communication skills
- Community service minded
- Computer proficient (including Adobe, Microsoft Office, social media platforms, and Google apps)
- Excellent organizational skills

Administration

- Complete online Volunteer Application process.
- Complete Confidential Information & Intellectual Property Agreement.
- Communicate with supervisor regarding attendance, in a timely manner, through email.
- All interns regardless of department should learn about operations and volunteer for a warehouse and a food distribution shift. This will give them a more well-rounded view of the food bank's daily operations.

- Interns should attend a speaker bureau training so they are prepared to speak on behalf of the food bank.
- Briefly meet with all Hays County Food Bank Employees to understand their role in the organization.
- If internship is for academic credit it is the responsibility of the intern to ensure that they meet all the requirements, such as hours, for their educational institution.

This position description does not list all the duties of the position. You may be asked to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this position description. Hays County Food Bank has the right to revise this position description at any time. The position description is not a contract for employment.

Intern Signature	Date:
	__/__/----
Supervisor Signature	Date:
	__/__/----

INTERNAL USE ONLY

Approved by:	Jessica Cruz
Date approved:	March 2021
Reviewed:	