

Posting Information

Position Title: Video Coordinator **Position Type:** Full-time Employment
Position Location: Utah Cty, Utah **Position Pay:** \$75,000-\$82,500 DOE (S10)
Hiring Manager: Nichole Coombs | hr@yuniquefoundation.org | 385.345.4556

Foundation Purpose

We inspire hope in women who were sexually abused as children or adolescents by providing healing services through retreats, survivor communities, and online resources.

We empower parents and caregivers to protect children from sexual abuse through education and online resources.

We make it safe to openly discuss sexual abuse through community dialogue and social awareness.

Qualifications

We are seeking a Video Coordinator to assist in the following: 1) Assist with video production, including equipment, lighting, and shooting. 2) Assist with vendor management on collaborative projects. 3) Edit all in-house video projects.

Educational/Professional Requirements

- A bachelor's degree
- 5 years of relevant work experience

Experience Requirements

- Exceptional video editing in Adobe Premier
- Working knowledge of all aspects of film and video production
- Self driven
- Ability to manage deadlines and deliverables in a variety of formats
- Ability to manage multiple projects
- Animation experience is a plus
- After Effects experience is a plus

Responsibilities

- Assist in all aspects of assigned media projects including shooting, editing, lighting, and concept support.
- Edit all in-house videos for multiple platforms.
- Work directly with video producer to ensure quality of deliverables.
- Help manage vendors.
- Assist with live social video production on platforms like Facebook Live.
- Make sure all video resources adhere to industry best practices.
- Brainstorm, create, and edit video content for all departments in The Foundation.
- Oversee the maintenance, upgrades and acquisition of all video production equipment.
- Order media as necessary and handle archival needs.