



The RIDGE Project, Inc.

Company Profile: The Ridge Project, Inc. is a Christian, 501(c)(3) non-profit organization, founded in 2000 and dedicated to serving the youth and families of Ohio. We specifically target youth, families and incarcerated fathers with the ambitious goal of ending generation cycles of family disintegration by training our clients how to have strong, healthy and permanent marriages and how to be responsible citizens and role models in their schools, families and/or communities.

Job Title:	Video Production Specialist	Date	[May 8, 2013]
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Job Description:

1 | SUMMARY OF FUNCTIONS:

The Video Production Specialist will work under the direction of the Video Production Manager. The Video Production Specialist will assist the Production Manager in the development of video, audio and web projects, including but not limited to designing and producing promotional material, including video production, pod-casting, and keeping website and social media updated, as well as conducting research and assisting the Video Production Manager in the area of film and media. The Video Production Specialist may also be required to work in tandem with other facets of the RIDGE Project, providing newsletters, email newsletters, etc., as assigned by the Video Production Manager and Communications Director.

2 | MAJOR DUTIES AND RESPONSIBILITIES:

- Assist in producing promotional materials such as Public Service Announcements (PSA), Op-eds, YouTube Videos, Live Streaming events
- Pod-casting (includes, recording, editing, and posting)
- Video Editing
- Updating website and social media (may include minimal designing experience)
- Script Writing
- Story Boarding
- Photography & Videography
- Maintaining equipment and inventory of Media equipment
- Labeling and organizing video and Picture files (both hardcopy and on the computer)

3 | ORGANIZATIONAL RELATIONSHIPS:

Reports directly to the Video Production Manager

Job Location:	Northwest Ohio	Company Industry:	Not for Profit, Ministry
Job Role:	Video Production/Audio Production	Joining Date:	May, 2013
Employment Status:	Full-time	Employment Type:	Employee
Yearly Salary Range:	\$	Manages Others:	No
Number of Vacancies:	1	Other:	

Skills:

- Must demonstrate a lifestyle consistent with the principles and goals of the Project.
- Must adhere to a strong conviction that healthy marriage produces healthy families and communities.
- Must possess good organizational skills and ability to work with minimal supervision.
- Must be proficient in MS Office Applications such as Word, Excel, PowerPoint, among others.
- Must be proficient in Adobe Photoshop, Illustrator, Indesign, among others
- Must be proficient in Adobe Premier Pro or equivalent Video Editing software
- Must be proficient in Protools, or equivalent audio editing software
- Must be well organized with strong verbal and written communication skills
- Must be flexible and able to respond quickly to changing job duties
- Must be well organized with strong verbal and written communication skills
- Must possess a valid Ohio driver's license and proof of insurance.
- Must agree to adhere to the policies and directives established by The RIDGE Project Board.

Career Level:	Entry-Level	Years of Experience:	1 -3 Years
Residence Location:	Northwest Ohio	Degree:	Bachelor's Degree preferred, Associates Degree with life experience is required.
Please Send Application to:			
Name:	RIDGE Project, Inc	Email:	jobs@theridgeproject.com
Address:	J169 State Route 65	Country:	USA
City/State:	McClure, Ohio	Zip/Postal Code:	43534
Phone:	DO NOT CALL/DO NOT VISIT	Fax:	(419) 278-0092
Company Website:	www.theridgeproject.com		