



Vacancy

JOB POSITION TITLE: JUNIOR DIGITAL MEDIA REPRESENTATIVE
REPORTS TO: PROJECT UNIT
PART TIME/HOURLY: \$20.00 PER HOUR

INTERNAL POSITION CDMA Business Model of Greater Washington Position

DESCRIPTION: CDMA Business Model is a dynamic and innovative organization committed to delivering high-quality educational workshops and summer camps. We are seeking a creative and motivated Junior Digital Media Representative to join our team and help capture the essence of our programs through videography, photography, and social media content.

The Junior Digital Media Representative will be responsible for recording and editing videos, taking photos, and managing social media posts for our workshops and summer camps. The ideal candidate will have a keen eye for detail, a passion for storytelling through visual media, and the ability to engage our audience across various digital platforms.

ESSENTIAL JOB FUNCTIONS ON ENHANCEMENT AREAS

- **Videography:** Record high-quality videos of workshops and summer camp activities, ensuring all important moments are captured.
- **Video Editing:** Edit raw footage into polished videos suitable for various platforms, incorporating graphics, music, and effects as needed.
- **Photography:** Take professional photos of participants, activities, and events, capturing the spirit and energy of our programs.
- **Social Media Management:** Create and schedule engaging social media posts, including photos, videos, and written content, across platforms such as Instagram, Facebook, Twitter, and YouTube.
- **Content Creation:** Develop creative content ideas and campaigns to promote workshops and summer camps, enhancing our online presence and engagement.
- **Collaboration:** Work closely with the marketing and program teams to ensure all media content aligns with our brand and messaging.
- **Archiving:** Organize and maintain a digital archive of all photos and videos, ensuring easy access and retrieval for future use.

REQUIREMENTS

- **Technical Skills:** Proficiency in using video cameras, video editing software (such as Cap Cut, Adobe Premiere Pro or Final Cut Pro), and photo editing software (such as Pixlr, Adobe Photoshop or Lightroom).
- **Social Media Savvy:** Strong understanding of social media platforms, trends, and best practices.
- **Creativity:** Ability to generate innovative ideas and produce visually appealing content that tells a compelling story.
- **Communication Skills:** Excellent written and verbal communication skills.
- **Organizational Skills:** Strong attention to detail and the ability to manage multiple projects simultaneously.
- **Flexibility:** Willingness to work flexible hours, including evenings and weekends, to capture events as needed.
- **Team Player:** Ability to work collaboratively with a diverse team in a fast-paced environment.

SHIFT SCHEDULE

STUDENTS ENROLLED IN SCHOOL MAY ONLY WORK
8- 12 HOURS PER WEEK (AFTER SCHOOL OR WEEKENDS ONLY)

HOW TO APPLY

YOU MAY SEND YOUR RESUME AND COVER LETTER WITH THE SUBJECT LINE: "LAST NAME -JOB POSITION" TO CAREERS@CDMABUSINESSMODEL.COM. IF YOUR APPLICATION IS SELECTED, THEN WE WILL CONTACT YOU TO SET UP AN INTERVIEW. APPLICANTS WILL BE INTERVIEWED ON A ROLLING BASIS. YOU MAY ALSO [CLICK HERE](#) TO APPLY ONLINE.

EQUAL OPPORTUNITY STATEMENT: CDMA Business Model provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, gender, gender identity, sexual orientation, national origin, age, disability, or genetics. In addition to federal law requirements, DOL complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation, and training.

