

Clark College Foundation Job Description

Title: **Clark College Student Social Media Correspondent** (on-Camera Talent)

Department: Clark College Foundation

Salary Range: \$17-\$18/hour part Time temporary student employment 10 hours per week.
Position not eligible for benefits. Position funded through June 28th 2024.

Reports to: Associate Vice President, Alumni Relations and Community Engagement

General Position Summary:

The Clark College Foundation, in direct support of Clark College and its mission, is currently accepting applications for a part-time, temporary Clark College Student Social Media Correspondent (social media content creator) which includes on camera work ranging from news reporting to acting. This student will be the “on camera” talent for a series of social media videos, called Keeping Up with Clark College. Reporting to the Associate Vice President of Alumni Relations and Community Engagement, this person will be part of a social media team consisting of other staff and volunteers. This position works closely with the Clark College Foundation, the College, our Board, and Alumni volunteers to identify, produce, capture, and disseminate quality content that builds the narratives of Clark College across digital landscapes. The goal is to boost engagement, amplify the Clark College brand through the alumni voice, increase followers/engagement and alumni opting into volunteer and giving opportunities at the Foundation.

The position requires flexibility to work occasional evenings, weekends and altered schedules to accommodate project deadlines, donor needs, and meetings/events that occur outside of usual business hours. Priority is given to student class schedules.

This employee must live within a commutable distance to Clark College’s campus in Vancouver, Washington, as on camera talent is an in-person modality of work.

At Clark College Foundation, we value equity, diversity and inclusion. We are committed to growing, learning and supporting our employees.

Essential Functions/Major Responsibilities:

The successful candidate must be willing to bring their commitment to diversity, equity and inclusion, as well as expertise and creativity to effectively communicate and steward high-level donors. Specifically, the **Clark College Student Social Media Correspondent (Content Creator) – On Camera Talent** position will include:

- Work to grow Clark College’s Alumni social media presence
- Contribute to the development of social media video series.
- A willingness to communicate, connect, and convince faculty, staff, alumni and community members to participate, when needed
- Develop video assets each week in alignment with the Clark College brand guide and key initiatives focusing on the alumni (storytelling lens).

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- Proactive and positive attitude and willingness to learn new things and the accept that failure is a learning opportunity as we grow assets (videos/images/posts) to become more engaging.
- The On-Camera Talent should possess experience communicating with various people/groups.
- Be creative in set locations and costume design/inspiration and willing to adorn props and clothing while on camera.
- Be able to travel to business locations where alumni work and play to conduct interviews and other content.
- Be present and mindful that you'll work with influential donors to Clark College/Clark College Foundation.
- Assess and improve work iteratively with the team.

Campus Collaboration

- Under the direction of Clark College Foundation, we'll work with Clark College's president, executive cabinet, deans, faculty, faculty emeriti, board members and volunteers to advance Clark College's mission.
- Coordinate with Clark College Foundation alumni members from Clark's seven areas of study and deepen relationships with them.
- Attend appropriate Clark College and Clark College Foundation events, programs and meetings.

The responsibilities listed above may not include all duties performed by this position. Clark College Foundation reserves the right to assign other appropriate work as required to support the needs and purposes of the organization.

PREFERRED QUALIFICATIONS:

- Experience with social media and storytelling
- On camera experience or stage/drama experience performing in front of people
- Idea creation. Experience incorporating a set or costumes to tell a story
- Journalism experience is a plus
- Commitment to diversity, equity and inclusion. Must demonstrate the ability to work with and honor all backgrounds
- Demonstrated ability to communicate effectively, both orally and written
- Demonstrated ability to work independently and as part of a team
- Organized and able to demonstrate the ability to work under pressure
- Ability to maintain sensitive and confidential information

APPLICATION PROCESS

Email a résumé, cover letter, and three professional references, with subject "Clark College Student Social Media Correspondent" to Chandra Chase cachase@supportclark.org. Final candidates will be asked to complete and sign a formal application form. The position is available immediately and will remain open until filled.

CONDITION OF EMPLOYMENT:

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Prior to a new hire, reference and background checks including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. Completion of academic degrees may also require verification through receipt of official transcripts.

ELIGIBILITY VERIFICATION

If you are hired, you will need proof of identity and documentation of U.S. citizenship or legal authorization to work.

The Clark College Foundation values diversity and is an Equal Opportunity Employer. Protected group members are strongly encouraged to apply. Clark College Foundation does not discriminate based on race, color, national origin, age, disability, genetic information, sex, sexual orientation, marital status, creed, religion, honorably discharged veteran, or military status, citizenship, immigration status, or use of a trained guide dog or service animal. Prohibited sex discrimination includes sexual harassment (unwelcome sexual conduct of various types). The Foundation considers equal opportunity and non-discrimination fundamental to its mission, vision, and values. All staff hired at Clark College Foundation are encouraged to embrace, continually support, and enhance social equity on our campus and in our community. Clark College Foundation is a smoke-free/drug-free environment. This recruitment announcement does not reflect the job description and can be changed or modified without notice.