



Hays County Food Bank
220 Herndon St.
San Marcos, TX 78666
(512) 392-8300
www.haysfoodbank.org

Position Description

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

Position Summary

The Video Communications Intern will work directly with the Communications Coordinator to create videos 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
- 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

Serving hungry people in Hays County since 1984.



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:	
Date approved:	
Reviewed:	