

Job Description
Communications Coordinator

Hours per week: 3 - 5

Reports to: Associate Director, Jennifer Magee

Pay Grade: \$8.50 per hour (Category II)

This Communications Coordinator will support the communications efforts of the Lang Center through visual media.

RESPONSIBILITIES:

- Attends Lang Center (co)sponsored events on campus and conducts independent site visits to local community service and social action project locations:
 - Obtaining photography/recording permissions.
 - Taking high resolution, high quality digital photos.
 - Audio or video-recording events, upon request.
 - Soliciting and/or creating captions for images, video, and/or podcast thumbnails.
 - Posting images, audio, and/or video with captions on website.
- Creates, organizes, and maintains archive of photography.
- Maintains at least 3 office hours per week, meeting at least once weekly with Associate Director and team of communications coordinators.
- Other duties as assigned.

QUALIFICATIONS:

- Organized and reliable with a meticulous attention to detail.
- Comfort with working independently and with approaching others for their consent and/or participation in photo/audio/video recording opportunities.
- Prior photography and/or videography experience preferred.
- Experience with Photoshop or other photo editing software necessary.
- Good written communication skills.
- Interest in issues related to social responsibility, coursework related to photojournalism, and training in Drupal, a plus.
 - *Note: Paid Drupal training is available for the successful job applicant.*

APPLICATION PROCESS:

- Please submit a cover letter summarizing your interest, qualifications and experience, resume and the name, title, organizational affiliation, phone number, email address of *at least* one reference (not more than three references, please) by NOON on Wednesday, January 21, 2015 to imagee1@swarthmore.edu. You may be invited to interview.