

Digital Media Intern – Fall 2023

OLV Charities

Lackawanna, NY

This is a great internship opportunity to learn, gain valuable experience and work collaboratively with our Creative Team to impact OLV Charities' long standing mission to serve people in need and the legacy of Father Nelson Baker. Involves work to strategize and create dynamic content for the organization and its mission partners: OLV Human Services, OLV National Shrine & Basilica / OLV Elementary School.

The intern will work directly with the Chief Creative Officer, Director of Communications, and Digital Media Specialist to assist with the design of digital media deliverables and complete projects meant to help achieve OLV's business goals. This internship prioritizes hands-on learning and is focused on having actionable outcomes and a working portfolio upon completion.

In addition to digital media opportunities, the candidate will learn about and contribute to other aspects of communications: marketing, media relations, graphic design, social media / website development, and copywriting.

This is a fall 2023 paid internship, working flexible 15-25 hours/week.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assist with video pre-planning and onsite film logistics
2. Operate OLVC's camera, lighting, and audio equipment
3. Responsible for importing / editing / exporting videos files
4. Develop working relationships with all members of the OLV Charities creative team, various departments and leadership levels
5. Other related duties as assigned

SKILLS

1. Ability to demonstrate skills in Adobe Creative Cloud, specifically Premier Pro, After Effects, Animate, and Photoshop
2. Ability to demonstrate strong communication, reading, writing, and project management skills
3. Ability to learn and apply knowledge of communication areas such as marketing, media relations, graphic design, social media / website development, and copywriting
4. Ability to showcase a basic understanding of communication and marketing concepts
5. Ability to build and maintain effective communication and working relationships

6. Ability to demonstrate as a self-starter that is motivated and can work independently
7. Ability to showcase strong interpersonal skills with people at all levels of organization
8. With guidance from management, show an ability to effectively prioritize and organize work and keep track of projects and deadlines
9. Demonstrate ability to work in a collaborative, fast-paced environment
10. Proficient in Microsoft Office Suite (Microsoft Word, Excel and Outlook)
11. Ability to demonstrate OLV Charities' values and mission

EDUCATION AND EXPERIENCE

1. Current Junior/Senior earning Bachelors or Associate degree in digital media or related communications field required
2. Knowledge of Microsoft Office Suite (Word, Excel and Outlook) required
3. Working knowledge of Adobe Creative Cloud (Premier Pro, After Effects and Animate) required
4. Working knowledge of Photoshop preferred
5. Prior internship experience a plus

Email resume and cover letter to: olvc-careers@olvcharities.org

Or send cover letter along with resume to:

OLV Charities; Human Resources
780 Ridge Road
Lackawanna, NY 14218