

## **Video Journalism Intern**

**Temporary – Chicago, IL**

Date Posted: December 16, 2009

The Video Journalism Intern will assist the marketing staff in building a story bank of video pieces that bring the mission of the Center for Economic Progress alive and put a human face on key issues. These stories will be used for the Center's website, media pitches, presentations, publications, fundraising and other purposes to be determined.

The Video Journalism intern is expected to identify clients and volunteers to interview that have stories that communicate the value of the work the Center does. The Intern will be expected to file one short video a week to the Marketing & Media Specialist for review and feedback throughout this semester-long internship.

### **GENERAL JOB FUNCTION**

1. Visit neighborhood-based locations and Center tax sites throughout the city of Chicago to identify clients with compelling stories of upward progress that bring the Center's mission alive. Identify volunteers with compelling stories and reasons why they volunteer.
2. Conduct on-site interviews or schedule interviews for a later date to get the facts on a client or volunteer story.
3. Creatively put together compelling video pieces based on information obtained from client interviews.
4. File videos to the Marketing & Media Specialist on a weekly basis for feedback and edits.
5. Ensure all clients/volunteers complete the necessary paperwork required to use their story.

### **POSITION QUALIFICATIONS**

*Education:* High school diploma or equivalent. Some college with focus in Broadcast Journalism, Film/Video, Cinematography, Production or related field. Excellent written and verbal skills. Experience using Microsoft Office. Self-starter with ideas to expand and improve the marketing department's activities.

*Job Experience:* Filming and editing skills, obtained either through classes or a previous internship, are required. Experience interviewing and filing stories on a deadline is a definite plus.

*Special Knowledge & Skills:* Fundamental filming and editing skills, along with access to video editing software, are required. Conversational Spanish skills are a plus, but not required.

*Demonstrated Competencies:* Outstanding oral and written communications skills. An interest in community reporting. Deadline driven. Flexibility. Creativity.

*Physical Requirements of Position:* The internship is part-time, provides flexible scheduling and requires approximately 15 hours of work per week. Work will occur at the Center's Loop office, neighborhood-based locations and Center tax sites. Some work can also be done from home. Position begins in January 2010.

#### **COMPENSATION**

This position is unpaid. Class credit will be given, where available. Reasonable expenses, such as CTA transportation costs, can be reimbursed.

#### **TO APPLY**

Submit a cover letter, resume and a link to your online portfolio (if applicable) to:

Faith Hinz, Marketing & Media Specialist

29 E. Madison, Suite 900, Chicago, IL 60602

E-mail: [fhinz@economicprogress.org](mailto:fhinz@economicprogress.org) Fax: (312) 252-0285

\*\*\*NO TELEPHONE INQUIRIES\*\*\*

#### **ABOUT US**

The Center for Economic Progress is a nonprofit organization dedicated to helping hard-working, low-income families move from financial uncertainty to financial security.

**We are local in service.** Founded in 1990, the Center provides free tax and financial services to improve the bottom line of Illinois' families. Thanks to more than 1,000 volunteers, we operate one of the largest and most established free tax preparation programs in Chicago and Illinois.

We have served more than 200,000 families, returning \$300 million plus in refunds – more than any other organization of our kind. We also provide year-round financial counseling and tools that support and empower the residents of our communities.

**We are national in voice.** Leading a coalition of like-minded organizations from across the country, we find the solutions that work for working families. What we learn on the ground, we translate into best practices in the field and into workable policies at the federal and state levels.

**The Center for Economic Progress is an Equal Opportunity Employer which values a culturally diverse workplace and welcomes persons with disabilities.**