

Beacon of Hope Media Specialist

Description of Position

The Media Specialist will capture photos and videos for the organization and create posts for our social media outlets such as Instagram, Facebook, and Twitter. Lynchburg Beacon of Hope is a nonprofit organization that works with Lynchburg City Schools students and local partner schools and companies. Events and fundraisers are hosted that are regularly posted on social media as well as weekly highlights, reminders, motivational, and video posts. Hours of Operation are typically between 8:00am-3:00pm, Monday-Friday.

The student will report to the Liberty University Federal Work Study Coordinator and Beacon of Hope Associate Director. Students hired for this position will be employed by the Liberty University Financial Aid Office and located on-site at the center.

Liberty University Financial Aid Office
Student Service Center in Green Hall
1971 University Blvd
Lynchburg, VA 24515

Beacon of Hope Main Office
2600 Memorial Avenue Suite 106
Lynchburg, VA 24501

Job Responsibilities

- Take photos and videos at events (some evenings and weekends may be needed - we will adjust your hours for the week accordingly)
- Work with Canva, Photoshop, video editor, etc.
- Create captions appropriate for our posts
- Follow the Beacon brand such as colors, fonts, logos, etc.
- Work effectively and on a timely schedule to meet deadlines

Job Qualifications

Minimum:

- Federal Work Study eligibility
- 10 to 20 hours of work availability per week
- Must provide own transportation
- Must pass various background checks, including, but not limited to, a check at the time of initial employment and subsequent checks on behalf of the Federal Work Study Community Service

Preferred:

- At least a second-year student at Liberty University in good standing (no reprimands or suspensions)
- Cumulative GPA of 2.5 or higher

Pay Rate: \$14 per hour

Length of Employment: Immediate start lasting until the position is no longer a good fit for the student or the center. The student will be evaluated by the on-site supervisor on an annual basis at the end of the spring semester. Summer employment opportunities are also available.

Any questions regarding this position or Federal Work Study eligibility can email workstudy@liberty.edu. To apply, click here: https://careers.liberty.edu/?job_posting=R0001083.