



**HELPING CAPTIVES**

## **Part-Time Marketing Production Assistant Job Description**

**Position:** Marketing Production Assistant

**Reports to:** Art Director

**Job Type:** Part-Time (10-15 hours per week) The weekday hours of this role in office will primarily occur between 11 am and 2 pm Monday through Thursday with a potential for flexible schedule once fully trained and may eventually include the possibility of working remotely. Will include some evenings and weekends during scheduled events.

**Compensation:** \$17-21 per hour, commensurate with experience. No other benefits currently.

**About Helping Captives:** Helping Captives is a Christian anti-trafficking and support organization serving the Spokane, Washington and Northern Idaho regions. We exist to honor God by providing opportunities for freedom and safety to those exploited by sex trafficking through prevention, intervention, and recovery services.

[www.helpingcaptives.org](http://www.helpingcaptives.org)

### **Position Summary:**

We are looking for a passionate and creative Marketing Production Assistant to join our dynamic team. The ideal candidate will assist in various aspects of marketing production, including video and podcast production, social media content creation on multiple platforms, website maintenance, photography, and graphic design.

### **Key Responsibilities:**

- Support the production of high-quality video content for marketing and educational purposes.
- Assist in creating engaging content for our social media platforms.
- Help maintain and update website content to ensure accuracy and current information.
- Contribute to the production of our vlog and podcast series, aiding in setup, recording, and post-production.
- Capture compelling photographs and videos that align with our brand and mission.
- Design graphics for digital and print media that communicate our vision and impact.

### **Qualifications:**

- Experience in video production, social media content creation, and/or graphic design.
- Competency with photography and photo editing software.
- Familiarity with website content management systems.
- Ability to work collaboratively and under the direction of the Art Director.
- Excellent organizational skills and attention to detail.



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- Creativity, flexibility, and ability to work in a fast-paced environment.
- Passionate about the mission of Helping Captives and aligned with our Christian values.

### **How to Apply:**

Please upload your resume and cover letter on the Employment page on our website. In your cover letter, please explain why you are passionate about joining Helping Captives and how your skills and experience align with the role. Additionally, you may send a portfolio showcasing your work to [tiffaney@helpingcaptives.org](mailto:tiffaney@helpingcaptives.org).

HRC Ministries DBA Helping Captives is a 501(c)3, charitable, non-profit, Christian organization. Helping Captives has an organizational religious exemption from the prohibitions contained in Title VII of the Civil Rights Act of 1964, as amended, concerning religious discrimination in employment. We further reserve the right to discriminate or designate certain positions when a bona fide occupational qualification exists. It is the policy of Helping Captives to grant equal opportunities for employment to all qualified individuals and does not engage in unlawful discrimination on the basis of race, color, national origin, age, sex or disability.