Mid-Iowa Community Action, Inc. **Job Description**

**TITLE: Content Creator**

**Reports to:** Resource Development and Communications Director

**Job Summary**

Contributes to mission and vision of MICA by creating a positive, respectful, and safe environment when working with children, families, and agency and community partners. Responsibilities include documenting MICA’s work and the stories of families served by the agency throughout MICA’s five county service area. This position will focus on telling the story of poverty in Central Iowa through writing, photography, interviewing, videography, and other related mediums. Works directly with families served and with MICA staff members throughout the agency. Must maintain strict confidentiality and create content with appropriate permissions for sharing publicly in a business setting. This position will perform regular duties at alternative sites with permission of the Program Director.

**Essential Job Functions**

Builds and maintains positive relationships with team members, agency and community partners and volunteers to achieve results.

Compliance

* Content Creation
  + Documents stories of families and staff through use of photography, videography, audio recording, and interviewing.
  + Visits staff or families on site or in a MICA office and engages in active listening to gather information about their experiences.
  + Creates a cohesive narrative through story, with an eye toward capturing a variety of experiences throughout the service area.
  + Primary responsibility for the production of a portfolio of work that will be distributed to the public to help illustrate the conditions of poverty in central Iowa.
  + Maintains a respectful and person-centered lens, with an eye toward best practices in strengths-based social services, interviewing techniques, authenticity, and equity.
  + Envisions staff roles or family stories in the context of their relation with the entirety of MICA’s work in central Iowa.
* Permissions and Documentation
  + Acquires proper permissions to share stories in a public venue, including but not limited to social media, web publications, print publications, and traditional media outlets.
  + Clarifies any preferences in sharing to help preserve anonymity where appropriate (e.g. changing names, etc.).
  + Collects and maintains documentation related to permissions, privacy, and sharing consent in an easy-to-reference format.

Develop skills and knowledge related to the position

* Attains a working understanding of the full range of MICA programs.
* Successfully completes all trainings as needed or required.
* Willingness to attend trainings as necessary.
* Attends program or agency meetings as necessary.
* Pursues professional growth.

**Knowledge, Skills and Abilities:**

* Able to read, write and speak the English language.
* Able to speak specified additional language.
* For oral interpretation – demonstrate a level of proficiency in interpreting conversations into specified language, maintaining content, context and style as much as possible.
* For written translation – demonstrates a level of proficiency in writing in English and other specified language, including the meaning and spelling of words, rules of composition and grammar.
* Committed to the concept of diversity and the inherent worth of every individual.
* Committed to the concept of helping families become self-sufficient.
* Comfortable with interviewing families and staff from a variety of backgrounds and circumstances.
* Excellent communication skillsincluding the ability to communicate information and ideas in spoken and written form so others will understand.
* Strong teamwork skills.
* Knowledge of basic principles of videography, photography, creative writing, or other creative mediums.
* Strong commitment to achieving results.
* Ability to draft stories that are accurate, engaging, entertaining, and informative.
* Good listening skills and ability to take direction.
* Dedicated to continuous learning.
* Must be able to maintainconfidentiality.
* Proficiency in Microsoft Office suite including Word, Excel, and Outlook.

**Working Conditions (Essential physical, mental and emotional demands)** *The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

* Full-time hourly position, generally 40 hours per week.
* This position requires constant mental and detail work. Strong ability to think and reason independently, maintain objectivity and exercise sound judgment.
* The physical environment requires the employee to work indoors, in an office space.
* The person in this position frequently communicates with community members and staff. Must be able to exchange accurate information in these situations.
* Constantly operates a computer and other office productivity machinery and devices, such as a copy machine, a computer printer, and an IPad or tablet.
* This position will require driving within the MICA core service area.
* Must have and maintain reliable transportation, a valid driver’s license and proof of automobile insurance

**Education & Experience**

**Required:**

* High School Diploma or equivalent.
* Some college coursework or related work experience in sociology, communications, marketing, fine arts (creative writing, photography, visual mediums), or relevant fields.

**Preferred:**

* Familiarity with human services, family services, or other closely related fields
* Ability to speak specified language(s) in addition to English, particularly Spanish, French or languages from Myanmar.

**Other:**

**Candidates offered the position must meet the following criteria:**

* Successful completion of all background checks at hire and thereafter according to agency and program standards

**Other Duties**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Additional information

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| Program | Administration/Executive | Management? (Yes/No) | No |
| Generic title | Content Creator | FLSA status | Non-Exempt |
| Pay grade | Band 4B | Created | May 2022 |
| EEO 1 Category 3 | Professionals |  |  |

**EQUAL OPPORTUNITY EMPLOYER**

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Signature of Employee Date