



We are hiring!

Multimedia Coordinator and Ministry Assistant

Background & Description:

[Presence Quotient](http://www.presencequotient.org)®, also known as Presence, is a Christian 501(c)(3) non-profit organization that provides tools and training for individuals and families to apply Christian values to their everyday lives, bridge the cultural and generational gaps, and be equipped to lead and serve in their communities.

Website: www.presencequotient.org

We are seeking a **Multimedia Coordinator and Ministry Assistant** to join our team to provide services to the Training Department and support at events.

Duties and Responsibilities include (not in any particular order):

1. Produce short educational, promotional, and fundraising video clips, including interviewing, creating story board, video shooting and editing.
2. Edit short films from footage.
3. Update organization websites and social media platforms as needed.
4. Serve as photographer/videographer for events. Produce event recaps.
5. Create web banners, artwork to accompany articles, flyers or three-fold brochures will be a plus.
6. Create some infographics or typographical artwork for our social media platforms will be a plus.
7. Support other small project coordination.

Qualifications:

- Independent thinker. Self-learner. Strong interpersonal and communication skills.
- Bi-lingual preferred (English and Chinese).
- Strong computer skills: Microsoft office (Excel, Powerpoint, Word), Google applications, as well as a solid grasp of social media sites.
- Working knowledge of video editing software (Premiere is a plus).
- Bachelor degree. Filming and video editing experience preferred.
- Graphic design background is a plus.
- Able to work in a multi-generational setting.
- Available on weekends if needed to provide support at events.
- A serving heart. Humble attitude. Good Christian values.

Position Type: Part-time/ Full-time.

Requested Documents: Resume & Cover Letter, Two references (name, relation, phone, email).

Location: City of Industry, CA

Contact Information: Vanessa Lai, Administrative Manager. Email: hr@presencequotient.org

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