

Kainos Global Open Volunteer Positions 2023

Updated: Q4.2023

YouTube Video Editor and Uploader

Hours per month: 2-3

Job description: As our dedicated YouTube video editor and uploader, you will be responsible for taking final product audio podcast content and making a YouTube video with a provided template format. You will be inserting images and ensuring correct timing on animated slides as needed. Once finished, you will upload the video to the Kainos Global YouTube channel.

Requirements: Comfortability with video editing software and YouTube uploading platform. Comfortability with *Google Drive* and *Microsoft OneDrive*.

Deliverables: One podcast video uploaded to YouTube per month within 72 hours of podcast audio release.

Ideal applicants will have experience with *Adobe Premiere Pro* editing software.

Graphic Designer

Hours per week: 1-2

Job description: As part of our graphic design team, you will be responsible for putting together podcast and blog cover art designs in line with our Canva template(s) and branding kit. Once cover art passes review, you will upload images to the Cloud for video for other teams to utilize. All our podcast releases, blogs, emails, and YouTube video publications depend on this important step! Your creativity will help Kainos Global's content stand out and convey the message of the podcast/blog to a prospective audience.

Requirements: Comfortability with *Canva*, *Google Drive*, and *Microsoft OneDrive*.

Deliverables: Monthly podcast and biweekly blog cover art uploaded to the cloud storage after passing review.

Ideal applicants will have experience with the *Canva* online editor platform.

Social and Podcast Media Manager

Hours per week: 2-5

Job description: You will be responsible for officially publishing the podcast (usually once per month) on the *Podbean* platform. Part of the uploading process involves copying text over to the description and including pertinent links.

As our social media manager, you will have the chance to explore your creativity and utilize your marketing brain through helping Kainos Global develop a regular and engaging social media presence. We want to build brand awareness, clicks to our website, and more donors.

Requirements: Help us build a social media presence. Work closely with graphic design and YouTube team for content and develop plan for regular and engaging content. Work closely with Justin for content development and review. Comfortability with *Canva*, *Google Drive*, and *Microsoft OneDrive*.

Deliverables: Social media presence and growth plan. TBD posts on social media platforms with creative content with clear calls to action that drive website clicks, brand awareness, and more donors.

Ideal candidates will have excellent communication skills, comfortability with computers, creativity in social media avenues, and a passion help us build awareness and increase our impact through regular engaging content on social media.

Email marketing specialist

Hours per week: 1-3

Job description: As our email marketing specialist, you will work closely with Justin in creating regular (TBD) and engaging email communications. Justin will provide most of the content. You will be responsible for organizing content and sending the final email after revisions.

Requirements: Comfortability with *MailChimp*, *Google Drive*, and *Microsoft OneDrive*.

Deliverables: Regular (TBD; but usually two) email campaigns designed and delivered per month.

Ideal applicants will have experience with the *Mailchimp* email marketing platform.

Audio Engineering Apprentice

Hours per week: TBD

Job description: As an audio engineering apprentice, you will work closely with our head audio producer/editor, Eric. You will learn how to edit, process, produce, and review the Unstoppable Podcast from raw audio files to final publication and release.

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Requirements: Comfortability with audio editing and willingness to learn the entire process of editing, processing, producing, and reviewing the podcast for final release.

Deliverables: As needed per Eric.

Ideal applicants will have experience with *Adobe Audition* or similar DAW platforms.



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