



Job Title	Multimedia content creator
Reports To	Multimedia manager
Hourly Pay	\$21.00/hour
Exempt/Non-Exempt	Full-time Non-exempt
Department	Multimedia
Summary	<p>This position will directly support RCS crew members with content creation, podcast and video editing, occasional writing and other duties. In this role, the ideal candidate will work with the multimedia manager to edit, prepare and produce video and audio content for social media and The Coffee Shops website. This is a fully remote role that requires an individual who can work well with multiple deadlines and track different client needs. The multimedia content creator will be responsible for editing and publishing engaging content across various platforms, including website, social media, email newsletters, podcasts and videos. This position plays a critical role in enhancing the visibility of the Coffee Shop industries, keeping professionals informed and promoting the company's mission of fostering community and connection.</p>
RCS Core Values	<ul style="list-style-type: none"> • Community-forward - Coffee Shop crew members are dedicated to cultivating community. Crew members create community by engaging with and including all people within The Coffee Shops and the industries, creating space for those who need it and treating all with respect. • Empowered - Coffee Shop crew members are empowered to advocate for themselves, their colleagues and their clients. Our empowered crew strives for the betterment of ourselves, our families, our company and our industries. • On-it - "On-it!" crew members understand there is a sense of urgency with all tasks and are equally responsive to messages, problems and inquiries from both customers and coworkers. "On-it!" crew members are tenacious – determined to succeed, see tasks through to completion and solve problems big and small. • Changemaker - Coffee Shop crew members are changemakers. They are willing to try new or different ways of doing things within The Coffee Shops and in our industries. They bring creative solutions to the table as well as ideas for new initiatives. <p>All employees of RCS will have demonstrated a commitment to the above core values.</p>
Primary Responsibilities	<ul style="list-style-type: none"> • Audio and video editing • Basic web updates and editing • Content administration • Create, edit and revise customer-facing social media content • Find, create and edit images for website specifications • Attend meetings related to multimedia and content • Assist with social media as needed – writing captions, video voiceover, etc. • Occasional trade show/event travel as needed • Additional responsibilities as assigned

Supervisory Responsibilities	<ul style="list-style-type: none"> • None
Education	<ul style="list-style-type: none"> • High school degree or GED
Knowledge, Skill and Experience Required	<ul style="list-style-type: none"> • Audio and video editing skills • Ability to use a DAW (digital audio workstation) • Ability to use Premiere pro (or other preferred video editor) • Strong relationship-building skills and experience • Excellent organizational skills • Strong written and verbal communication skills • Proficient in Microsoft Office Suite i.e., Outlook, PowerPoint, Word, Excel
Knowledge, Skill and Experience Preferred but not required	<ul style="list-style-type: none"> • Roofing and construction industry knowledge and relationships • Basic website support and editing • Basecamp familiarity • Videography experience • Bilingual in Spanish • Social media experience
Working Conditions and Physical Demands	<ul style="list-style-type: none"> • Work will be remote • Work will be conducted via computer or phone