



Position Title: Graphics and Audio-Visual Content Producer

Position Objective: Create exciting, cutting-edge audio-visual videos and informational materials aimed at promoting J-Palm Liberia's products and services

Primary Responsibilities and Duties:

In consultation with J-Palm's management team and marketing consultant:

- Create exciting, cutting-edge videos to promote J-Palm's products, services, and the overall company
- Work closely with the senior management and marketing consultant on creative aspects and production of all videos and print materials (flyers, posters, banners, etc.)
- Use discretion in choosing appropriate footage for video edits
- Take responsibility for the quality control of videos
- Organize and maintain a complete inventory of photos, videos and print materials from media and staff members of J-Palm Liberia
- Perform any other duties assigned by the supervisor

Position Requirements

- Minimum of two years of relevant experience
- Extensive editing experience, including but not limited to experience with Final Cut Pro, iMovie, and other video editing software
- Strong experience with Adobe Photoshop, Pixelmator, and/or other cutting-edge graphic design software
- Some experience managing and updating websites on WordPress
- Ability to operate photo equipment, understanding of lighting and angles for video and photo capture purposes
- Sophisticated understanding of and appreciation for the creative process
- Proven effective leadership skills
- Excellent organizational skills and attention to detail
- Proven ability to deal professionally with staff members and the public
- Proven ability to work on multiple projects simultaneously
- Proven ability to work under tight deadlines in a professional manner
- Demonstrated ability to maintain strict confidentiality at all times
- Willingness and ability to travel within Monrovia and rural areas on occasion

How to Apply:

Email your CV and samples of your work (either the actual files or web links) to jobs@jpalliberia.com

Deadline: **Sunday January 10, 2021**