



ADULT EDUCATION AND VIDEO PRODUCTION ASSISTANT

MISSION

HIAS Pennsylvania supports low-income immigrants of all backgrounds as they build new lives in our community. Through immigration legal services and an array of social services, we work to address their needs, defend their rights, and advocate for their equitable inclusion in American society.

JOB DESCRIPTION

Job Title: Adult Education and Video Production Assistant
Supervisor: Adult Education Lead Instructor
Status: Part-time Temporary Position (5 Months, 25 hours/week)
Salary: \$25/HR
Application Deadline: 01/15/2021

Responsibilities

ADULT EDUCATION (15 hours/week)

Support adult ESL program in collaboration with the Education Program Manager

- Handle new student intakes
- Plan and organize field trips or special events as needed
- Provide outreach to students, volunteers and Penn TESOL student teacher program
- Prepare end-of-term certificates
- Enter and track student attendance in client tracking
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Support ESL and Citizenship tutoring programs

- Coordinate tutor-student matches
- Handle ongoing communications with tutors and students
- Assist in preparation and delivery of training workshops
- Assist with other Education Team special projects as capacity allows.

VIDEO PROJECT (10 hours/week)

Pre-production

- Review and revise scripts
- Assist in finding/hiring actors
- Assist in finding/hiring production assistant/s
- Purchase any equipment required for shoot
- Assist in finding shooting locations, props and other production materials

Production

- Provide on-set production assistance, including:
- Setup/breakdown
- Coordinating lunch and catering
- Travel assistance for cast/production crew (if needed)



Post-production

- Assist in administrative tasks such as:
- Searching music databases (on YouTube and other sites) for free, fair-use music
- Renaming video/audio files to match content
- Provide real-time feedback throughout editing process
- Recruit translators/voiceover performers
- Coordinate any in-person recording sessions that might need to be done
- Assist with any in-person recording sessions

Administrative duties

- Complete and submit paperwork to pay actors/translators/voiceover performers
- Maintain communications with all participants
- Track budget

Qualifications:

- Tech savvy
- Digital competence
- Video editing experience preferred
- Active college student or college graduate preferred .

HIAS PA is working remotely for the foreseeable future but under normal circumstances HIAS Pennsylvania is a fast-paced environment. There is considerable traffic in the office and the work the environment has a moderate amount of noise. The office functions as a team and staff members are asked to work both independently and collaboratively.

HIAS Pennsylvania is an equal opportunity employer and does not discriminate against applicants or employees on the basis of race, color, religion, gender, sexual orientation or identity, national origin, age, disability, political affiliation or belief, or veteran status. It is our policy to provide reasonable accommodation to qualified individuals with disabilities.

Qualified applicants who represent minority and marginalized groups are strongly encouraged to apply.

Compliance Statement: In the performance of their functions as detailed in the position description employees have an obligation to avoid ethical, legal, financial and other conflicts of interest to ensure that their actions and outside activities do not conflict with their primary employment responsibilities at the agency. Employees are also expected to understand and be in compliance with applicable laws and agency policies.

Please send a cover letter and resume in pdf format to Yvonne Leung, Executive Assistant at yleung@hiaspa.org. No Phone Calls Please.