

Position Title: Media Specialist & Show Co-Host (Female)
Department: Media Arts
Reports Directly To: Dana Lewis - Media Arts Manager
Reports Indirectly To: Keith Williams – Executive Director
Location: NorthBay (North East, MD)



SUMMARY: The NorthBay Media Specialist and Co-Host position combines two critical areas of NorthBay's mission – developing & implementing social media strategy and our nightly show produced in-house by NorthBay's media staff. This position also assists with daily photography & video capturing.

The Co-host acts as the mouthpiece of NorthBay's character program, NorthBay Live, unpacking video segments, discussing key themes of the day with students, and lovingly challenging them to know that their choices matter.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Co-Host NorthBay Live (NorthBay's daily evening/night show)
- Host lunch and/or dinner during each week; create and nourish the fun and learning atmosphere that mealtimes can be. Lead clean up and game times
- Daily photography & video capturing
- Daily posting on NorthBay's social media sites: Instagram, Facebook, Twitter, & YouTube
- Learn and develop media skill sets relating to digital design, writing and video editing
- Other duties as assigned.

QUALIFICATIONS:

- Bachelor's or Associate degree or equivalent experience in media production
- Demonstrated ability to authentically engage an audience
- Experience with youth work and/or mentoring is a benefit
- Strong desire for students to learn, grow and change their negative thinking habits
- Skills and experience in social media posting required and editorial calendar scheduling a benefit
- Experience operating DSLR & GoPro cameras a benefit

LANGUAGE SKILLS:

Strong communication skills required, both verbal and written.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to talk or hear. The employee may be required to stand; walk; use hands to handle or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. The work environment includes working in the outdoors; the NBL Co-Host may be exposed to all types of weather including but not limited to rain, snow sleet, high wind, cold, heat, and may be exposed to biting and/or stinging insects to include but not limited to ticks, chiggers, mosquitoes, flies and bees. The noise level in the work environment is usually moderate.