

# Media & Content Producer

**Position Title:** Media & Content Producer

**Reports To:** Program Coordinator / Executive Director

**Classification:** Part-Time, Contract

**Position Summary:**

The Media & Content Producer documents and promotes the *Harvest & Thrive* program through high-quality video, photography, and branded digital content. This role is responsible for capturing student learning moments, family engagement events, and educator impact stories while maintaining alignment with PSUSD brand guidelines and values.

**Key Responsibilities:**

- Produce short-form videos, reels, and photo series for reports and community engagement
- Create branded print and digital materials (flyers, slide decks, info sheets)
- Maintain a visual library of program highlights by site and theme
- Collaborate with staff to capture student testimonials and family feedback
- Ensure materials are accessible and culturally relevant

**Preferred Qualifications:**

- Experience in video editing, photography, and graphic design
- Familiarity with educational environments and FERPA-compliant practices
- Proficiency in Canva, Adobe Suite, or equivalent tools

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## Contract Dates:

- **Start:** ASAP (ideally May)
- **End:** June 2026
- **Time Commitment:** ~5–10 hours/month, with flexibility and ramp-up prior to launch