



TITLE: Digital Multimedia Assistant

EMPLOYMENT TYPE: FT short-term contract (3 months to be evaluated)

LOCALITY: Brooklyn, NY, preferred, remote possible

DEPARTMENT: Communications

SUPERVISING MANAGER:

- Executive Director

TEAM:

- Multimedia Archive Specialist
 - Senior Geographer
 - Communications Coordinator
-

Organizational Overview

For over 30 years, Rainforest Foundation US (RFUS) has worked to address climate change and safeguard biodiversity by promoting the rights of indigenous peoples and supporting their efforts to protect and defend their rainforests. Science shows that forests managed by indigenous peoples are healthier, suffer less deforestation, capture more carbon, and contain more biodiversity than forests managed by private or public entities—including nationally protected areas. What's more, scientists tell us that protecting forests is as important as reducing greenhouse emissions if we hope to stem the tide of ecological collapse.

RFUS works in partnership with indigenous communities and their representative organizations to protect tropical rainforests by supporting their efforts to secure rights to their lands, strengthen monitoring and land security, influence laws and policies that protect their resources, and build strong and sustainable community leadership. By investing directly in indigenous communities, RFUS connects the people rooted in the land with the tools, training, and resources to be effective advocates and protectors of the forests they call home. RFUS currently operates four country programs in Brazil, Guyana, Panama and Peru, and hosts a number of regional partnerships in Central America, the Amazon Basin and across the tropical belt.

Position Overview

RFUS is looking for a tech-savvy Digital Multimedia Assistant to support our communications team in organizing its multimedia archive.

The Digital Multimedia Assistant will report to the Communications Manager, and liaise closely with the Multimedia Archive Specialist and field staff managing RFUS's programs in Central America and the Amazon.

Responsibilities:

- Support the organization and classification of multimedia assets in the organization's internal server and digital asset management platform
- Support with the digitization of analog videos and images as well as marketing and communications hard copy documents not currently stored in RFUS's primary archival platform



- Support in the implementation of organizational practices for sustainable and secure digital archiving, for both born-digital objects and objects that become digital over time
- Support the preparation of tailored trainings of Rainforest Foundation US digital preservation (and associated strategy and systems) for communications, fundraising, program and operations teams
- Adhere to Rainforest Foundation US's digital preservation strategy and record retention and maintenance policies

Requirements

- Experience or interest using digital asset management platforms
- Training in design or other media production platforms a strong advantage
- Strong written, oral and interpersonal communications skills
- Detail-oriented with good organization and time management skills
- Ability to organize, prioritize and complete work independently

Language

- Full professional proficiency in English is required

Compensation

Compensation for this contract is \$18/hour for 40 hrs/week for a maximum of 3 months, with possibility to renew depending on need and funding. Contractors are not eligible for benefits or paid leave.

Workplace Culture

Rainforest Foundation US prides itself on providing a flexible, equitable, family-friendly and inclusive work environment that values work-life balance. Our offices are pet friendly and located in an historic downtown Brooklyn neighborhood that is easily accessible by public transit and boasts a wide range of restaurants and services. Since the pandemic, employees and other staff can come into the office as they wish or negotiate with their supervisors to work from home or remotely.

Application Instructions

Interested applicants are advised to carefully study the job description and reflect in the cover letter how your work and experience helps you meet the requirements and skills we are looking for. Applications will not be considered without the submission of a cover letter and a resume. Providing a link to a portfolio of past work is an advantage.

Please send full application to jobs@rffny.org using subject line: "POSITION TITLE - YOUR NAME"

Any position-related questions may also be directed to this email address. Please note that the position will be listed as open until filled. Interested candidates are encouraged to apply early. Only those candidates that are short-listed for interviews will be contacted.

Other Information

Consultants and contractors are required to own and operate their own computer equipment and maintain dependable access to a high-speed internet connection over the duration of their assignment.

The candidate must possess the legal requirements to work in the United States; Rainforest Foundation US will not sponsor visas for international candidates.

Black, indigenous and people of color are encouraged to apply.

Rainforest Foundation US does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

Rainforest Foundation US is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.