

Position:	Content Manager
Employment Status:	Independent Contractor
Terms:	Fixed Term Contract or similar, to be mutually agreed
Reports To:	Chief Impact Officer
Location:	Remote and In-person

About Multiplying Good

At Multiplying Good (MG) we believe individuals are transformed through service to others. Applying service as a tool for personal growth, we help people discover their ability to bring about positive change, deliver the skills they need to make that change and, by validating their impact, inspire them to do more. We have proven that this continuum of activation, training, and recognition generates ripples of good.

We work with young people to increase confidence in their ability to make a difference and build on the skills they need to be successful. We work with organizations to recognize employees for their acts of service in the community, resulting in happier and more productive workplaces and stronger communities. We work with media to create more connected audiences and recognize grassroots unsung heroes in their communities. All together, we highlight the power of service to activate empathetic leaders and changemakers and inspire greater impact through recognition.

Position Summary

The primary goal of this position is to plan and organize the digitization of Multiplying Good's physical content and historical data. The organization aims to institutionalize, archive, and create access to 5 decades of visual and physical content. This project will allow the organization to properly integrate its rich history into its current and future activities.

Initial Scope of Work

- Conduct a detailed audit of all of Multiplying Good's physical content, including Beta Tapes, VHS, digital video, photos, audio, biographical (written) and other historical data
- Identify items to be digitized into usable format(s)
- Develop a plan to digitize all content in an organized and accessible manner
- Compare 2-3 vendors for digitalization and present options for contracting. We would like to conduct research and perhaps an RFP to choose (an)other options based on volume/price/etc.
- Organize photo, video, audio, biographical content in temporary repository to prepare for use/CMS transfer.
- Prepare the content so that it can be added seamlessly into our content management system
- Collaborate with other departments to share how to access the digitized content
- Perform other related duties as assigned

Skills, Knowledge, and Abilities

- Experience in content digitization
- Ability to conduct a cost/benefit analysis of various services needed to digitize content
- Clear verbal and written communication skills
- Proficient in Microsoft Office Suite or related software.
- Excellent organizational skills and attention to detail
- Excellent time management skills with the ability to stay within scope, schedule, cost, and quality specifications
- Genuine passion for and experience in the promotion of volunteerism, community impact, and youth leadership education

Education and Experience

- Bachelor's degree in a related area required
- 1-3 years of relevant experience preferred

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.
- Moving light weight objects of up to 50lbs in physical content archive.
- Travel to MG's Delaware office for one week to conduct an audit of physical materials

Commitment to Diversity, Equity, and Inclusion

Applicants are actively encouraged to demonstrate their commitment to and understanding of diversity, equity, and inclusion. Multiplying Good is committed to living its mission by building a culture of service. At Multiplying Good, we get to spend our time surrounded by people who see service as part of who they are. Multiplying Good strives to ensure everyone interacts thoughtfully, with respect, and with kindness. From our staff, to our consultants, vendors, partners, and other stakeholders engaged in the work of Multiplying Good, our culture of service is not only core to what we do, it is core to who we are.

How to Apply

Applicants should send a resume and cover letter to: careers@multiplyinggood.org

Applications will be considered on a rolling basis until the position is filled.

Multiplying Good is a 501(c)3 nonprofit with 100% remote workforce, and welcome applications and networks committed to youth development from anywhere within the United States. As the opportunity and business need arises, travel to any part of the country may be expected.

All qualified applicants are encouraged to apply. We are committed to building a diverse team to represent the communities we serve, and to pro-actively create a work environment where all voices are heard and valued.