



# NEIGHBORHOOD PLACE OF PUNA

*To nurture, strengthen, and celebrate 'ohana*

16-105 'Ōpūkaha'ia Street  
Kea'au, HI 96749  
(808) 965-5550  
neighborhoodplace.org

**Job Title:** Visual Storyteller/Content Creator  
**Reports To:** Director of Finance and Fund Development  
**FLSA Status:** Exempt: Full-Time  
**Create on:** February 2025

## **Position Summary:**

Under the supervision of the Director of Finance & Fund Development (DOFFD), the Visual Storyteller supports Neighborhood Place of Puna (NPP) by creating visual content that showcases NPP's efforts in addressing homelessness and housing issues on Hawai'i island. This position will help empower local families and communities by capturing and sharing impactful stories through images and videos. The Visual Storyteller is responsible for (1) brainstorming and developing visual concepts that align with the organization's narrative goals and brand identity. This involves creating compelling and cohesive visuals to effectively communicate the organization's message and engage their audience. (2) creating visual outlines/storyboards, to plan the sequence of images or video shots for effective storytelling. (3) conduct conversations (interviews) with individuals to collect data and accurately share participant stories, requiring strong communication and questioning skills to elicit relevant information. (4) collaborate with cross-functional teams to effectively communicate the organization's resources and program-specific awareness. This involves visually describing the purpose and impact of each program to the audience. (5) create compelling visual narratives through photography, videography, and graphic design, responsible for coordinating interview requests, capturing captivating visuals, and crafting a visual storyline that resonates with the audience. (6) The key responsibility of this position is to communicate effectively through visual media. This position must have a deep understanding of Hawaii's culture, traditions, landscapes, and people, as well as knowledge of the complex issues of Hawai'i's underserved populations, to create compelling and authentic visual stories.

The Visual Storyteller's main objective is to share the stories of our programs and the issue of homelessness in Hawaii through in-person interviews with participants and program staff. Their focus is on promoting awareness and understanding of these important topics to be shared with community members, stakeholders and funders.

## **Essential Duties and Responsibilities:**

- Understanding of and commitment to NPP mission and programs
- Conduct interviews with program participants and staff to gather information and insights
- Proficient in operating a video camera, audio and lighting equipment
- Edit and assemble video content to create compelling visual stories
- Assist with the overall direction and planning of NPP media to manage day-to-day needs and updates
- Stay updated on current events and societal issues relevant to Hawai'i's underserved populations
- Participate in all NPP staff events to ensure quality of videos, photos and other multimedia. This may include weekends and/or evenings.
- Assist the Executive team in facilitating and participating in community meetings.
- Participate in grant and fundraising projects and other assigned duties as directed.



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- Create and present informational content to communicate relevant data to community stakeholders and others.
- Have the ability to create press releases, newsletters, blog posts, call to action letters, donation requests, mahalo letters, and other required written materials.
- Based on experience and knowledge, develop and maintain a plan for storing compiled data so that content is easily retrievable.

**Supervisor Responsibilities:** This position has no supervisor responsibilities.

## **Technology Skills:**

To perform this job successfully, an individual should have the knowledge and competency in the use of capturing high-quality video footage, understanding narrative structure, strong editing skills, the ability to direct subjects and demonstrate a creative vision and technical proficiency.

## **Other Skills and Abilities:**

- Knowledge of Puna and the Hawai'i island community
- Strong interpersonal, verbal and written communication skills
- Ability to communicate effectively and build rapport with program participants, program staff, community members and stakeholders
- Proven ability to handle multiple tasks
- Strong project management skills
- Aware and sensitive to the different ethnic groups in the Puna and Hawaii island community
- Ability to work with minimal supervision and meet deadlines
- Ability to contribute to a cohesive team environment
- Ability to anticipate and prioritize tasks
- Previous experience in videography or video production
- Camera operation expertise, knowledge of lighting setups, equipment and audio recording techniques
- Proficient in video editing software (Adobe Premiere Pro, Final Cut Pro, etc.)
- Ability to adapt to different scenarios and environments while out on the field
- Proficient in photography, ability to provide color corrected and optimized photos
- Proficient in content/data asset management

## **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Education/Experience:**



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- Bachelor's degree preferred in communications/film and video production/journalism
- Two or more years of experience in content creation with ability to provide a portfolio of projects
- Ability to work well under pressure, in a fast paced deadline-oriented environment with shifting priorities to meet time-sensitive deadlines, and coordinate multiple projects simultaneously.

## **Other Requirements:**

- Valid Hawaii driver license and no-fault car insurance.
- Resident of Puna/East Hawaii Community area preferred.
- Ability to pass a Criminal Record and/or DHS-CWS background check.
- Maintain general cleanliness of workspace and of equipment.

## **Physical Demands:**

- Climb and/or walk outdoors, specifically around Hawai'i island.
- Sit for periods of at least 30 minutes at a time.
- Walk and/or stand for at least 30 minutes at a time.
- Frequently carry video equipment and move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

## **Work Environment:**

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions and outside weather conditions. The employee is frequently exposed to fumes or airborne particles and extreme heat. The employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually loud.

In the course of performing the duties of the Visual Storyteller it is not uncommon to see, engage, or be confronted with the following: violence and threats of violence; profane, racist and/or sexist language; bodily fluids; conflict; interactions with First Responders; alcohol and other street drugs; cigarette smoke; death of service participants; nudity of service participants; people involved with sex work; people involved in the drug trade; persons used against their consent, will or knowledge; people in conflict with the law; and/or other situations that may be unsettling. Measures are taken to train staff to deal with these situations appropriately, but those in the position should reasonably expect these types of things to occur and the program leaders must provide appropriate direction and support to these situations.