

**9-8-8** call or text

National Suicide Crisis Helpline

**310-6789**

BC Mental Health & Crisis Response

**Job title:** Video Production & Editing Volunteer

**Reports to:** Jeffrey Preiss, Director of Development & Communications

**Location:** On-site at 763 East Broadway, Vancouver

## About Us

The Crisis Centre of BC is dedicated to providing help and hope to individuals, organizations, and communities. Spanning the spectrum of crisis support, suicide prevention, and postvention, we engage staff and volunteers in a variety of services and programs that educate, train, and support the strength and capacity of individuals and communities.

## About the Role

The Crisis Centre of BC is developing a short internal video series to help staff and volunteers better understand the roles of leadership and how different areas of the organization connect to support people in crisis.

This volunteer role will support both the filming and editing of short video clips into a cohesive, accessible final product for internal use.

## Responsibilities:

The volunteer will support the Communications team by:

### Filming Support

- Capturing short video interviews (60–90 seconds each) with members of the leadership team
- Setting up simple smartphone-based filming (framing, lighting, audio)
- Following provided filming guidelines to ensure consistency across all videos
- Recording multiple takes as needed

### Editing Support

- Editing 6 short video clips for clarity and consistency
- Assembling clips into a single compilation video

- Trimming footage and ensuring smooth transitions
- Adding simple on-screen text (name and title) using provided templates
- Supporting the addition of subtitles or captions
- Exporting final video files for internal use

All scripts, messaging, and creative direction will be provided by the Crisis Centre team. The final film will be owned by the Crisis Centre of BC.

**You have:**

- Experience with smartphone video filming
- Experience with video editing tools (Canva; iMovie, CapCut, Adobe Premiere, or similar also acceptable)
- Strong attention to detail and consistency
- Ability to follow direction and work within an established framework
- Comfort working in a professional environment with staff and leadership

**Benefits:**

- Opportunity to contribute to meaningful work in mental health crisis and suicide prevention
- Hands-on experience in internal communications and video production
- Portfolio development with real-world project outcomes

**Commitment:**

- Estimated total: 15–20 hours
- Flexible over a 6-week period
- Includes filming sessions (scheduled in coordination with staff) and editing/revisions

**Supervision & Support:**

- Reports to: Jeffrey Preiss, Director of Development & Communications
- Works closely with: Sam Newbery, Communications Coordinator

Filming guidelines, templates, and feedback will be provided

**To Apply:** Please submit a resume and cover letter outlining your relevant experience and interest to [tguyon@crisiscentre.bc.ca](mailto:tguyon@crisiscentre.bc.ca).