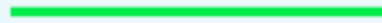




VIDEO EDITING / DESIGN EXPERT



REFERENCE GUIDE



VIDEO EDITING / DESIGN EXPERT

This is a fantastic opportunity for a results-driven and hands-on individual to join our team at Successwise. This is a remote position. You'll report directly to our Content Manager and will be responsible for creating high-quality video content, animation, developing and designing HTML email marketing, and other graphic communications.

You will establish a collaborative working relationship with the Content Manager who will work with you on strategic and big picture goals.

Your job will be to take the strategic guidance and make it a reality with tactical implementation and execution. The ability to organize, plan and structure your workload in an autonomous fashion will be absolutely key to your success in this role. We neither have the time nor the inclination to micromanage you. You'll have a lot of freedom in this role but also a lot of responsibility.

You're someone who can easily animate or edit a video and you have a decent understanding of design. If you don't already have knowledge of our main platforms (Ontraport, 10x Pro, Google Analytics, Pipedrive, Canva, Wordpress..) then you're happy to jump in and learn!

We're looking for an A+ team player that is driven, skilled and life-long. You'll have the opportunity to learn from the best in marketing and work with a world renown team for the long term.

The non-negotiables of this role

- **Video Editing and Animation.** You will need to be skilled in creating high-quality animated videos and using footage, sound, and graphics to tell a story. You will have experience with video editing tools and design tools.
- **Being tech-savvy.** We're looking for someone who can quickly learn how to use new tools and technologies. While we don't expect you to know all of the tools we use, we do expect you to be comfortable picking up the concepts. Your daily tools of the trade will be cPanel, Photoshop, Canva etc.



- **Being a self-starter.** Goals will be clearly defined from the outset. Often, it will be your job to determine what needs to happen, when and how. The attitude of continually starting things on your own is very important. You're meticulous with detail and have a great hold with project management.
- **Reliable.** You have good time management skills and deliver tasks on time. Daily, weekly and monthly tasks will be clearly defined but it will be your responsibility to manage your time effectively to complete your tasks. A can-do attitude is a quality we are looking for in this role.
- **Basic Graphic Design Skills.** You have a sense of design (professional experience not required) and commitment to representing our brand and look. We often will have the details of what we need created with an example and will ask that you leverage your design skills to create the image and add to the website.

Job responsibilities

- Working with the Content Manager to create awesome graphics for blog posts
- Mocking up infographics
- Video editing
- Designing new pages in 10x Pro
- Connecting email campaigns in Ontraport to 10x Pro

Other skills that are a plus:

- Ontraport or another email marketing system
- 10XPRO
- Graphic Design using Photoshop or Canva
- WordPress

Job requirements

- Available to work 40 hours per week with at least 2 hours daily crossover with CST time zone. No moonlighting.
- Must have daily access to high-speed internet access, a smartphone, and a computer.
- Comfortable learning new online software (if not familiar with some of the above)
- Highly organized and task-oriented.
- Extremely timely with delivery of tasks.
- Ability to gain familiarity with our programs and philosophy is a must.
- The ability to communicate and work with our team members.



- The ability to grow with our team and the dynamic nature of our work.

Compensation & Perks

- Competitive pay (monthly wage work)
- 13th-month pay included
- Increase and build your skill set in digital marketing
- Be part of a dynamic team and a growing company!
- This is a completely remote position, so you'll have the ability to create your own schedule
- Flexible work hours (though irregular hours may be expected based on working with different time zones)

HOW TO APPLY

Send an email with the subject line “Video Editing & Design Expert” to Carolyn with your resume/ CV, portfolio and a 2-3 minute introduction video to hr@successwise.com. In the video, include information about your background and tell us about why you think you'd be a good addition to our team.

Next steps

If you're a fit, we'll send you a few design/ tech related tasks to perform. Please complete accordingly.

If we like your portfolio, we'll follow up with a Zoom interview.