

# Become a Messenger of Peace

Offer your time by practicing Karma Yoga

At Kunpen Lama Gangchen, we are looking for individuals who wish to collaborate with the multimedia department to promote a culture of peace through the dissemination of the Dharma, Buddhist philosophy, and teachings.

If you recognize yourself in one of the roles listed in this document and wish to offer your valuable voluntary contribution by practicing Karma Yoga remotely, please send your CV to [\*\*hr@kunpen.it\*\*](mailto:hr@kunpen.it).

Thank you!

## **IT Consultant / Developer**

We are seeking an IT Consultant capable of developing and implementing new technological solutions to improve the services of our Association.

### **Responsibilities:**

- Implement and maintain IT security policies to protect sensitive data and ensure compliance with current regulations.
- Install and configure new software and hardware, including regular updates and backups.
- Monitor and improve system performance, identifying potential risks.
- Support the association in adopting new technologies to optimize internal processes and services offered.
- Provide occasional support for the association's web platforms, including websites and digital communication tools.
- Collaborate with various departments to identify technological needs and propose solutions.
- Train users in utilizing adopted technologies and provide necessary documentation.

### **Required Skills:**

- In-depth knowledge of WordPress.
- Proficiency in HTML, CSS, JavaScript, and PHP/Laravel.
- Familiarity with WCAG (Web Content Accessibility Guidelines) standards.
- Knowledge of best SEO practices to optimize website performance.

## **Content Creator – YouTube**

The Content Creator will be responsible for creating and publishing original audio-video content aligned with the strategy of the NgalSo YouTube channel.

### **Responsibilities:**

- **Concept Development:**
  - Design and develop original content tailored to the target audience and YouTube trends.
- **Production, Video Editing, and Post-Production:**
  - Create short, high-quality videos.
  - Add and optimize graphic elements, transitions, subtitles, and visual/sound effects to enhance the content experience.
  - Develop and integrate original music and sound content for a more immersive viewing experience.
- **User Experience Optimization and Monitoring:**
  - Write effective text—titles, descriptions, and SEO-optimized tags.
  - Design and create eye-catching thumbnails to maximize clicks and views.
  - Upload and schedule videos, ensuring optimization for YouTube algorithms.
  - Monitor user experience to refine the communication strategy for the NgalSo YouTube channel.

### **Required Skills:**

- Advanced knowledge of leading audio-video editing and post-production software.
- Expertise in audio-video editing techniques.
- Ability to conceive, design, and create sound, music, and video content.
- Strong writing skills and SEO knowledge.
- In-depth knowledge of the YouTube platform.
- Experience with UX design.

## **Content Creator – YouTube Video Chapters**

The Content Creator will create and manage video chapters for the published content on the NgalSo YouTube channel.

### **Responsibilities:**

- Analyze video content, identifying key points and thematic sections.
- Divide videos into chapters, adding timestamps and titles to facilitate content navigation.

### **Required Skills:**

- Strong summarization skills.
- Familiarity with the content shared on the NgalSo YouTube channels.

## **Content Creator – Thumbnail Designer**

The Thumbnail Designer will design and create optimized thumbnails to enhance the visibility of content published on the NgalSo digital platforms.

### **Responsibilities:**

- Design and create visually impactful thumbnails that remain clear even in reduced size.
- Ensure relevance to the published content and consistency with the NgalSo YouTube channel's visual style.
- Use photos and illustrations to visually represent key concepts from video content.

### **Required Skills:**

- Professional proficiency in graphic design software.
- In-depth knowledge of the YouTube platform and its trends.
- Ability to create standout visuals in visually crowded platforms.

## **Podcaster**

The Podcaster will create original and engaging audio content aligned with the strategy of the NgalSo channels and audio archives.

### **Responsibilities:**

- Develop concepts for podcast formats.
- Produce audio and accompanying imagery.

### **Required Skills:**

- Knowledge of audio recording and editing techniques.
- Proficiency in audio editing software.
- Understanding of podcasting technologies and distribution processes.

## **Transcriber**

The Transcriber will transform audio-video content into written text.

### **Responsibilities:**

- Listen to and accurately transcribe audio and video content, including interviews, meetings, webinars, and conferences.
- Edit transcriptions to ensure language consistency, proper punctuation, and formatting.

### **Required Skills:**

- Basic knowledge of digital writing and text formatting tools.
- Excellent language skills matching the audio-video content.
- Strong writing and content editing abilities.
- Attention to detail and linguistic precision.