



Post Title	Technical Communicator
Report to	Development Manager
Job Summary	The primary task is to prepare equipment setups for various video production and online broadcast usage, and create easy-to-use instructions for staff and volunteers.
Key Responsibilities	<ol style="list-style-type: none">1. Create an easy-to-use manual/guide for staff and volunteer for usage of equipment in various indoor and outdoor setting2. Assist in the usage of equipment3. Organizing new and existing computer and audio visual equipment
Qualifications:	<ul style="list-style-type: none">• Academic, employment or extracurricular records demonstrating practical experience• Ability to prepare instructional guides and documents for audience without a technical background• Knowledge of, or demonstrating the ability and motivation to learn the following:<ul style="list-style-type: none">○ PC and Mac platform, and their use in social media and audio visual production○ Audio and visual equipment, in the use of outdoor and indoor production○ Online broadcasting• Organized and ability to work independently• Communication in English and Chinese preferred
Job Type:	Temporary Full-Time Contract
Contract Length	10 – 12 weeks
How to Apply	If you are interested in the above job opportunity, please send your resume and covering letter to hr@acrossuhub.com before January 31, 2022 at 5:00 p.m (EST)
Other Information	Across U-hub is an equal opportunity employer and welcomes applications from all interested parties. We thank everyone for taking the time to apply; only selected candidates will be contacted. No agencies please.