



## **PR Podcast Coordinator Job Description**

Podcasts

### **Reports To**

The Podcast Coordinator reports to the Marketing Team Lead

### **Job Overview**

The Podcast Coordinator will work with the Marketing Team lead to create both the technical and creative aspects of podcasts. She will keep current with the newest social media and website platforms as well as trends in the podcasting sector.

### **Responsibilities and Duties**

#### **A. General Responsibilities**

1. Attend monthly Marketing team meetings.
2. Support vision and mission of Planting Roots.
3. Assist with fundraising both for personal expenses related to Planting Roots and for the larger Organization.

#### **B. Job-Specific Responsibilities**

1. Develop a team to create podcasts.
2. Develop program and plan, edit, produce and publish the podcast, connecting it to the website and other social media channels.
3. Assist Marketing Team lead and Publishing Team Lead with podcasts and video development.

### **Qualifications**

- **Time Commitment:** 10-80 hours per month, averaging approximately thirty hours, minimum three-year commitment.
- **Financial Commitment:** Attend Staff Retreat every other year as schedule allows.
- **Faith:** Must be a Christian military woman with a growing walk with the Lord.
- **Experience:** Have a minimum of two years of experience in technical aspects of recording, radio production, podcasting, or similar. Familiarity with online social media and website platforms a plus. Ability to plan, organize, and communicate professionally with those inside and outside the organization. Works well with a team, especially in a remote capacity.