

PR Podcast Coordinator Job Description

Podcasts

Reports To

The Podcast Coordinator reports to the Director of Marketing.

Job Overview

The Podcast Coordinator will work with the Director of Marketing 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. Works cooperatively with all members of Marketing Team including the Deputy, Social Media, and Graphic Design Coordinators.

Responsibilities and Duties

A. General Responsibilities

1. Attend monthly Marketing team meetings, reporting hours logged, resources produced, and funding needs and used.
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.
4. As directed by Director of Marketing, provides advice and assistance to cross-team collaboration in support of Planting Roots mission and goals.

B. Job-Specific Responsibilities

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

Qualifications

- Time Commitment: 10-30 hours per month, averaging approximately fifteen hours, minimum three-year commitment.
- Financial Commitment: Attend Conferences and biennial Staff Retreats and as able.
- Faith: Must be a Christian military woman with a growing walk with the Lord.
- Experience: Have a minimum of two years 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 with those inside and outside the organization. Works well with a team, especially in a remote capacity.