

## Podcast & Projects Manager

Are you detail-oriented, collaborative, thrive on organization, and creativity? Are you passionate about delivering meaningful content, love to cross off tasks, and want to make a difference for families worldwide? Connected Families seeks a highly motivated **Podcast & Projects Manager** to join our hardworking and supportive content marketing team.

### **Podcast Manager (Approx. 15 hours/week)**

The Podcast role will oversee our podcast production and marketing from start to finish.

#### **Key Responsibilities:**

- **Content Strategy:** Collaborate with the content marketing team to plan engaging, relevant podcast topics and episodes.
- **Guest Coordination:** Manage all administrative tasks related to guest vetting, scheduling, and communication.
- **Project Management:** Use Trello to organize, track, and ensure timely completion of all episode-related tasks, including occasional Spanish language episodes. (Spanish fluency not required).
- **Writing & SEO:** Craft compelling intros, outros, commercials, and detailed show notes optimized for search engines.
- **Audio Oversight:** Oversee the audio editing process and perform minor audio edits as needed.
- **Content Repurposing:** Divide podcast episodes into multiple content pieces for use across various platforms.
- **Performance Tracking:** Monitor and analyze key metrics to refine and improve marketing strategies.
- **Trend Awareness:** Stay current with podcasting trends to help expand the reach and impact of our show.

### **Project Manager (Approx. 10 hours/week)**

The Project Manager role will oversee the planning, execution, and delivery of a variety of marketing initiatives.

#### **Key Responsibilities:**

- **Project Oversight:** Lead the planning and delivery of diverse marketing projects, including online course videos, webinar series, year-end fundraising campaigns, landing pages, and multi-week content blocks.
- **Task Management:** Break down complex projects into manageable tasks with clear deadlines.



- Goal Setting: Establish clear objectives and key performance indicators (KPIs) to measure project success.
- Team Coordination: Align team efforts, allocate resources, and ensure timely, on-budget project completion.
- Collaboration Across Teams: Work effectively with various departments and contractors to achieve project goals.
- Creative Problem-Solving: Maximize results within budget guidelines, balancing ROI and KPIs.
- Tech Adaptability: Eager to learn new tools and fill skill gaps as needed to keep projects moving forward.

#### **Ideal Candidate:**

- Strong organizational, communication, and problem-solving skills
- Experience managing marketing or content-related projects
- Experience managing a podcast and an avid listener of podcasts
- Ability to juggle multiple priorities and adapt in a fast-paced environment
- Creative writing ability and basic understanding of SEO practices
- Either knows or has demonstrated the ability to learn relevant technology platforms such as Zoom, Dropbox, Calendar Scheduling App, Bluberry, Trello, Google Suite, Vimeo, Riverside, Slack, Causewriter AI, etc.

#### **Details:**

- Permanent employee
- 25 hours per week
- Hourly pay rate, non-exempt
- \$25.00 per hour
- The person in this position will report to Stacy Bellward, Director of Content Marketing, and will support the content marketing team.
- Home-based position with flexible hours and an autonomous work schedule.
- Location: slight preference for candidates based in the upper Midwest and a strong preference for the Twin Cities metro area.
- Preference given to those who have previous experience managing a podcast.
- Bi-weekly content marketing meetings and quarterly all-team, all-day meetings are required.

#### **The person in this position will:**

- Have active faith in Jesus Christ that permeates and is incorporated into the roles and responsibilities of the position.
- Agreement to the [CF Statement of Faith](#) & Core Documents.
- Know and embrace the [Connected Families Framework](#).

**To apply:**

Email 3 items to Stacy Bellward, Director of Content Marketing at [stacy@connectedfamilies.org](mailto:stacy@connectedfamilies.org) with "Last Name, First Name - Podcast & Project Manager" in the subject line.

1. Your resume
2. Letter of interest
  - a. (please list results of any personality profiles that you have taken)
3. A less than 2-minute video answer to one of these questions:
  - a. Describe your faith in Jesus and what He is teaching you right now.
  - b. How has the Connected Families framework led to greater depth in your relationship with Jesus?

We are accepting applications through April 30th. Interviews will take place on May 5 with an ideal start date of May 12.