



COLSONCENTER

Assistant Producer – Strong Women

The Strong Women Assistant Producer supports the product manager by handling content production for the Strong Women brand

1. Responsibilities of Assistant Producer:

- a. Producer is part of the content creation team for the Strong Women brand, including:
 - Creating content for social media channels, including reels and stories
 - Helps produce weekly podcast episodes and is available to run production of specialty products such as the quarterly book club
 - Promotes content to third-party sites and publications for engagement and re-posting, and other marketing tasks (SEO and marketing experience is a plus)
 - Engages with the Strong Women community and creates opportunities for listeners to connect with the product
- b. Writing, video, podcasting/speaking opportunities also available for qualified applicants.
- c. Reports to Strong Women Product Manager
- d. Hours are flexible within regular working hours of 8-5 Monday-Friday.
- e. Position is hybrid-remote. Local to Colorado Springs is preferred.

2. Needed Skills

- a. A strong background in worldview/theology/ministry
- b. Strategic about creating content that brings value to our audience
- c. Flexible and able to adjust to the demands of a growing product
- d. Experienced in marketing; SEO a plus
- e. Social media expertise, including reels and other video content
- f. Great communicator; works well with video and written content. Is able to be warm and friendly over a digital platform
- g. A forward thinker, continually looking at ways to improve the product for future success
- h. It's a plus if you are local to Colorado Springs and/or familiar with the Strong Women podcast.

3. Responsibilities of The Colson Center. The Colson Center shall:

- a. Pay: \$20 per hour, for 20 hours per week (assistant producer is a 1099 independent contractor and responsible for all taxes on income)

How to apply: submit your application at <https://www.colsoncenter.org/careers>