



COLSONCENTER

Product Coordinator – Strong Women

The Strong Women Coordinator supports the product manager by coordinating production tasks and distributing episodes to our digital platforms.

1. Responsibilities of Coordinator. Coordinator shall:

- a. Handle distribution and promotion tasks for The Strong Women Podcast, including but not limited to:
 - Coordinate podcast scheduling, handles multiple complex calendars in an efficient manner; is great at managing a large number of details and bringing order out of multiple moving pieces
 - Manages communication for the Strong Women product
 - Coordinates product's participation in Colson Center marketing campaigns
 - Social media scheduling
 - Oversees conference partnerships and travel
 - Promoting content to third-party sites and publications for engagement and re-posting, and other marketing tasks
- b. Writing, podcast, and social media management opportunities available for qualified applicants.
- c. Reports to the Strong Women Product Manager
- d. Office 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. Detail oriented
- b. Strategic thinker – able to see the big picture in the midst of many details
- c. Highly flexible – able to change gears at a moment's notice
- d. Efficient and able to build processes to make things run smoothly
- e. Skilled at bringing order out of chaos
- f. A forward thinker, continually looking at ways to improve the product for future success

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

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

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