



LOVE THY NEIGHBORHOOD

DISCIPLESHIP + MISSIONS FOR MODERN TIMES

PODCAST ASSISTANT & AUDIO EDITOR

Organization

Our mission is to disciple Christians to serve their neighbors, cultivate healthy relationships and follow Jesus in their culture and context. Our vision is a community of relationally and culturally competent Christians who walk together in the life and lifestyle of Jesus. To accomplish this, we run an urban missions program for young adults and provide discipleship content through podcasts, workshops and books for Christians from all walks of life.

Podcast Assistant & Audio Editor Role and Key Objectives

The Podcast Assistant & Audio Editor is responsible for the sound quality & audio engineering for Love Thy Neighborhood podcasts. The Media Director & Producer, Podcast Assistant & Audio Editor and Executive Director set podcast goals and production calendar. The Podcast Assistant & Audio Editor has an ear for audio storytelling, sound design, and can edit quality podcast material in a timely manner.

Key Responsibilities of Podcast Assistant & Audio Editor

- Assists with production of 50 podcast episodes a year
- Edits and mixes all recorded content
- Research, schedule & book interview guests for The EnneaCast
- Operates technology for all EnneaCast recordings
- Operates technology for LTN Podcast narration recordings
- Provides additional research for LTN Podcast
- Adds appropriate music and sound effects to LTN Podcast episodes
- Sits in on LTN Podcast edit sessions with LTN Staff
- Completes file revisions as directed by Media Director & Producer
- Conducts interviews, as needed
- Write and record commercials as needed
- Assists with content for LTN speaking events

Key Skills

Excellent written & verbal communication

Excellent audio editing & mixing skills

An understanding of audio storytelling formats
Excellent time management
Proficient at using Adobe Audition or other Digital Audio Workstation.
Proficient using Google Workspace

Personality Qualities

Creative
Goal-Oriented
Hardworking
Confident
Efficient
Adaptable
Competent
Teachable
Proactive

Hours: 40-45 hours per week

Podcast Assistant reports to the Media Director & Producer.

Sign: _____ Date: _____