

PODCAST PRODUCTION INTERN:

We are looking for a podcast production intern to join our Lit AF team! If you have a knack for all things communications, graphic design, marketing, and social media, thrive in a fast-paced work environment, and are excited to see your vision come to life, then this is the role for you. Reports to the Founder. For school credit only. The ideal start date is April 15th and the position would run for 3-6 months. 5-10 hours per week.

LOCATION: Remote - but great if you live in the San Francisco Bay Area.

ABOUT LIT AF and SARAH COHAN:

Lit AF podcast features conversations about personal and spiritual growth for the recovering fearful-avoidant attachment style.

Join your host, comedian Sarah Cohan, for hilarious and vulnerable chats with coaches, healers, creatives, and thought leaders that share how to live the Lit AF life that is your birthright.

REQUIREMENTS

- Must be working towards a degree in or be insanely passionate about Communications, Marketing, Graphic Design, Visual Design, Video Production, Motion Graphics or similar field
- Knowledge of Convertkit, Canva, Later, and video editing tools
- Familiarity with Google Docs and other project management tools
- Excellent verbal and written communication skills
- Works well within a team and independently on projects
- Collaborative, with a positive attitude

THE PERSONALITY

- You are curious, passionate and intentional about bringing great energy to the workplace
- You're a self-starter with an entrepreneurial attitude, and don't shy away from things you don't know
- You're not afraid to dive into the latest or upcoming trends to creatively integrate purpose into tangible and relevant content
- Enthusiasm for the podcasting space and serving the Lit AF community
- Ability to work in a fast-paced work environment with attention to detail
- Never short on ideas or lacking the initiative to bring those ideas to life

THE JOB

- Assist with weekly podcast production tasks including uploading episode to podcast hosting site, proofreading episode notes, and scheduling guests.
- Assist with creating design elements for weekly social media posts including social feed images and instagramt stories @itsmesarahcohan
- Follow a marketing calendar and meet deadlines to ensure content is created on time
- Manage weekly social posts in Later
- Draft content for monthly email marketing
- Assist with photoshoots or other productions as needed
- Work closely with Founder to support day-to-day content deliverables
- Assist with analyzing results of content and email performance
- Work with the team online at least once/week and attend required calls
- Provide support for occasional SF-based events

TO APPLY

To apply, please email your resume and examples of your design work to Sarah Cohan at hello@sarahcohan.com.