THRIVE Podcast Manager

Part-Time | Remote | Faith-Fueled Lifestyle Brand

Are you detail-oriented, creative, and passionate about sharing uplifting, faith-filled messages with the world? We're looking for a proactive **Podcast Manager** to join our growing team and help steward the THRIVE Podcast — a top-tier show that encourages women to go from surviving to thriving, wherever they're at with whatever they've got.

This will be a part-time, contracted role with the expectation of working 10-15 hours/week.

Key Responsibilities:

- Edit and produce weekly podcast episodes with excellence (audio cleanup, intro/outro integration, upload for review).
- Manage guest communications, including outreach, scheduling, and follow-ups.
- Oversee podcast scheduling and content calendar to ensure timely, consistent releases.
- Create engaging content for the @thrive.podcast Instagram account to share episodes and grow community (graphics, captions, stories, etc.).

Ideal Candidate:

- Proficient in **Audacity** or other podcast editing programs like Adobe Audition or Descript.
- Thrives on organization and loves managing schedules, inboxes, and details.
  Familiar with Instagram trends and content creation strategies that connect with female, faith-based audiences who love listening to podcasts.
- Proactive, creative, and a great communicator.
- Understands brand voice and visual cohesion.

Bonus Points If You:

- Are passionate about personal development, faith-based media, and women's empowerment
- Have experience with podcast growth strategies