



**Podcast Editor and Marketing Specialist  
Intern Position**

**Reports to:** Angel Bautista, Senior Digital Strategist

**Location:** Remote

**Salary:** 8-10 hours a week, at \$25/hour

**Duration:** 6 months

**ORGANIZATIONAL BACKGROUND**

Just Solutions drives innovative, equitable solutions to the climate crisis in support of healthy, resilient communities and accountable democratic institutions. We invest deeply in the leadership of environmental and climate justice (EJ-CJ) state-level coalitions and organizations to spur innovation, build powerful networks, and accelerate community-driven climate solutions. Our role is to work “in service” to states by providing customized resources, technical assistance and additional staffing capacity for research, policy analysis, legal support, and the coordination of partnerships and spaces to advance their campaigns and movement-building priorities.

**THE JUST SOLUTIONS PODCAST**

The Just Solutions Podcast elevates the stories, expertise, and solutions of those most impacted by environmental injustice. Each episode highlights individuals and communities across the country who are not only confronting these urgent challenges but also driving meaningful change in the fight for climate justice. Our show has had over 6,000 total listens, more than 400 followers across our streaming platforms, and receives more shares than 95% of other podcasts globally.

**POSITION SUMMARY**

The Just Solutions Podcast intern supports the podcast team with file organizing, audio editing, and show promotion. The intern will help us meet our goal of releasing two episodes a month by expediting the podcast production process. They will work with our Senior Digital Strategist to market the podcast on our social media platforms, drafting and posting episode announcements as well as creating short-format audio reels that capture the most interesting soundbites from our episodes for maximum engagement. Finally, the intern will create a system on our Google Drive for organizing raw audio files, finalized episodes, and social media content, effectively improving the efficiency and productivity of our team.

**JOB RESPONSIBILITIES**

- **Podcast Editing**

- Editing raw audio files for high-quality sound design
- Multi-track editing and exporting each episode using our show format
- Generating an internal-facing transcript that can be used for feedback and edit requests from the podcast team
- **Podcast Promotion**
  - Create social media promotional toolkits that podcast guests can share with their networks that include suggested captions, hashtags, and shareable graphics
  - Create and schedule episode announcements to be posted at least five days before release
  - Create and schedule at least 2 videos per episode, formatted for social media, that use soundbites to attract listeners to our show
- **File Organization**
  - Design and implement a file organization system on our Google Drive for podcast-related content
  - Organize existing files into new corresponding folders

#### **REQUIRED SKILLS AND COMPETENCIES:**

- Advanced experience with audio and video editing, ideally with previous podcast experience
- Ability to turn around finalized episodes in no more than 1.5 weeks is a must
- Experience with social media content creation
- Excellent copywriting and editorial skills.
- Highly organized with the ability to track, manage, and communicate effectively
- Receptive to hearing and incorporating feedback, in addition to sharing recommendations based on expertise

#### **PREFERRED:**

- An affinity with frontline climate justice communities and an interest in equity-centered climate solutions
- Experience with creating short-form videos (TikTok, Reels, etc.)

*NOTE: This internship description is inclusive of, but not limited to, the job duties, responsibilities, qualifications, or requirements contained herein. Additional duties and responsibilities may be required by the supervisor.*

#### **COMMITMENT TO DIVERSITY**

Just Solutions is a fiscally sponsored program of Community Initiatives, a 501c3 nonprofit organization. Community Initiatives is an Equal Opportunity Employer and is committed to ensure that all employees and applicants receive equal consideration and treatment, regardless of race, color, creed, gender (including gender identity or gender expression), religion, marital or domestic partner status, age, national origin or ancestry, physical, mental or medical disability, sex, sexual orientation, citizenship, military service status, veteran status, or any other characteristic protected by state or federal law or

local ordinance.

Just Solutions centers the work and lived-experience of diverse communities and reflects that commitment in our workplace. Our team works directly with diverse professionals, community leaders, and non-profit organizations all focused on solving the climate and racial justice crises. Black, Indigenous, People of Color (BIPOC) and others from underrepresented groups, especially people with direct experience working within our partner communities, are encouraged to apply.

**TO APPLY**

Please submit a current resume outlining your interest in the position and capacity to do the job, along with a portfolio of at least 2-3 pieces that demonstrate your audio/video editing experience and social media content creation skills.

Materials can be addressed to Angel Bautista and applications sent via email to [podcastadmin@justsolutionscollective.org](mailto:podcastadmin@justsolutionscollective.org).