



Podcast/Media Specialist

JOB SUMMARY

Axis is looking for a skilled Podcast / Media Specialist to join our Creative Studio team. This role is focused on producing, editing, and growing Axis's suite of podcasts and accompanying digital content. The right candidate will bring both technical media skills (video and audio production) and a passion for reaching the people who care for today's teens.

This is a strategic hire that moves our podcast efforts from the back burner to a focused, growth-oriented channel, with the long-term potential to expand into a full-time media position.

JOB DETAILS

Job Title: Podcast/Media Specialist

Status: Part-Time, Non-Exempt, 15-20hrs/week

Department: Creative Studio

Reports To: Creative Director

Team Schedule: 2-3 required in-office days per week at our Colorado Springs office with the flexibility to work remotely the remaining days

Salary Range: \$30-35/hour, depending on skills and experience

Summary of Benefits: Eligible for paid time off in accordance with Axis's PTO policy

Travel: Minimal travel required; occasional team retreats or organizational events may apply

KEY RESPONSIBILITIES

Podcast Editing & Publishing

- Record, edit, and publish episodes across Axis podcast properties (video and audio):
 - CT Audio
 - Roundtable
 - Axis Interviews
 - The Big Conversation
 - Ask Axis

Short-Form Social Media Content

- Create short-form video clips optimized for YouTube Shorts, TikTok, and Instagram
- Produce 7–10 minute highlight clips for broader YouTube distribution

YouTube Optimization

- Upload and optimize all podcast and clip content to YouTube
- Collaborate with team to write engaging titles, descriptions, and calls-to-action for each upload
- Design or coordinate compelling thumbnails for all video content



KEY RESPONSIBILITIES

Content Strategy & Trends

- Monitor podcast industry trends and apply best practices to Axis content
- Repurpose podcast content across multiple platforms to maximize reach
- Provide thumbnail and graphic support across the Creative Studio team

Workflow & Organization

- Manage media files and maintain organized, efficient production workflows
- Help develop internal media processes to increase team collaboration and editing speed
- Assist with ongoing creative projects as needed

Growth Opportunity

This role is positioned to become a key contributor in a significant evolution for Axis's podcast and YouTube strategy. As we transition our podcasts to a dedicated YouTube channel and move to a fully video-first format, this person will be at the center of that growth.

- Lead the clip strategy that drives organic discovery and audience growth
- Partner with the publishing team to expand podcast reach and audience
- Help build scalable in-house systems that reduce reliance on external contractors
- Play a key role as podcasts become a more prominent part of the Axis content ecosystem

SKILLS & QUALIFICATIONS

- Technical Expertise in multi-cam podcast recording, editing, and live switching
- Expert in audio production and sound design
- Expert in video editing for long and short-form content
- Proficient in Adobe Suite
- Proficient in thumbnail design
- Ability to communicate clearly and solve problems when they arise
- Clear understanding of Podcast distribution
- Organized and timely
- Active, personal faith in Jesus Christ is required for this role. Axis is a Christian ministry, and all team members are expected to align with and affirm Axis' Statement of Faith

Preferred / Bonus Assets

- Motion Design
- Ability to edit video content beyond podcasts (for future growth)

PHYSICAL REQUIREMENTS

This position is primarily sedentary and performed in a standard office or home office environment. Essential physical requirements include:

- Prolonged periods of sitting at a desk and working on a computer.
- Frequent use of hands and fingers for typing and operating standard office equipment.
- Ability to communicate clearly via phone, video, and in-person.
- Occasionally required to stand, walk, reach, or bend.
- Occasionally required to lift or carry items up to 25 lbs.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this role.

This job description is a general outline of the key responsibilities & qualifications of the role at Axis. It may be modified or expanded to meet the evolving needs of the organization.

AXIS STATEMENT OF FAITH

I believe in God, the Father Almighty, creator of Heaven & Earth. I believe in Jesus Christ, God's only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, & was buried; He descended to the dead. On the third day He rose again; He ascended into heaven, He is seated at the right hand of the Father, & He will come again to judge the living & the dead. I believe in the Holy Spirit, the holy universal church, the communion of saints, the forgiveness of sins, the resurrection of the body, & the life everlasting.

I fully accept the teachings of the traditional Biblical view with regard to the goodness of our sexuality, the importance of chastity, & the place of heterosexual marriage as God's intended context for complete sexual expression to occur (Gen. 2:21-24). I will keep myself from sexual misconduct including disorderly conduct or lewd, indecent, or obscene conduct or expression, involvement with pornography, premarital sex, adultery, homosexual conduct or any other conduct that violates Biblical standards.

Axis is a religious organization exempt under Title VII of the Civil Rights Act, permitting faith-based hiring requirements consistent with our Statement of Faith. In all other respects, Axis is an equal opportunity employer.





HOW TO APPLY

To apply, please email your resume to justin@axis.org

Candidates must be authorized to work in the United States.

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BASED ON KEY RESEARCH: PARENTS ARE UNSTOPPABLE (& AXIS REALLY HELPS)

Parents are the Solution • Dr. Christian Smith of Notre Dame: After spending two decades studying the religious & spiritual lives of American adolescents, the empirical evidence is clear. No other institution or program comes close to shaping youth religiously as their parents do.

Axis Clearly Helps Parents & 91% of the Total Time Parents Spend with Their Children Happens Before Age 18 • 3rd Party Research Firm Excellence in Giving: 50% of adults who use Axis have conversations with their youth & 60% see positive behavioral change. **CDC, World Bank, & Axis Research:** Calculating waking hours, time in school, & time away from home along with the average life span ... 91%+ of the total time parents will spend with their children happens before the age 18.

