



Podcast Producer (Volunteer)

Who We Are

Human Rights Research Center (HRRC) is an established nonprofit that brings a multidisciplinary approach to human rights and seeks to bridge the gap between academic research and the wider public. We **educate** through facts, **advocate** using our research findings, and take **action** to implement change.

Who You Are

We are seeking a detail-oriented and creative **Volunteer Podcast Producer** to help bring our podcast series, *Talk Rights to Me*, to life. This role is ideal for someone who enjoys shaping audio stories, managing production workflows, and collaborating with passionate advocates for change.

What You'll Do

- Oversee the end-to-end production of podcast episodes, from planning to publishing
- Coordinate recording sessions and manage scheduling with hosts and guests
- Edit audio for clarity, quality, and consistency, ensuring a polished final product
- Collaborate with hosts, writers, and the communications team to develop episode concepts and scripts
- Add music, sound effects, and other enhancements as needed
- Ensure all content aligns with our mission and maintains a respectful, inclusive tone
- Publish episodes on podcast platforms and support digital promotion strategies
- Monitor listener feedback and analytics to inform future improvements

Qualifications

- Demonstrated interest in human rights, social justice, public storytelling, or a related field.
- Strong organizational and communication skills
- Ability to manage multiple projects and deadlines in a virtual, fast-paced nonprofit environment
- Editorial judgment and a thoughtful approach to representation and inclusion
- Familiarity with podcast publishing platforms and digital promotion is a plus

Compensation and Commitment

This is a volunteer, virtual opportunity with the expectation of 4-6 hours of work per week. At least a six-month time commitment is required.

Benefits of Volunteering with Us

- Build a portfolio of produced podcast episodes
- Collaborate with a mission-driven team
- Develop and showcase skills in nonprofit media and communications
- Receive professional references, LinkedIn endorsements, and public acknowledgment for your work

Human Rights Research Center (HRRC)

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How to Apply

Please complete the online application form: <https://forms.gle/9zEou9CE78LkupSbA>.

Human Rights Research Center (HRRC) is committed to equal opportunity and promotes equity and transparency as core values. HRRC practices inclusiveness in decision making through the use of consultation with employees throughout the organization. HRRC does not discriminate against any person on the basis of actual or perceived race, color, religion, national origin, ancestry, citizenship status, age, ability, gender, marital status, veteran status, sexual orientation, genetic information, arrest record or any other characteristic protected by applicable federal, state or local laws. Applicants committed to equity from all backgrounds, experiences, abilities, and identities are encouraged to apply.