



Position: **Assistant Audio Editor/Office Assistant**

Location: Audio Journal office, 799 West Boylston St., Worcester, MA

Part-time, hourly, \$18/hr

Approx: 15-20 hours/ week, Day shift 9:30am -1:30pm, Mon-Fri in the Audio Journal Office

Audio Journal's mission in Central Massachusetts is to connect individuals with a visual impairment, or an inability to access print material, to their communities through broadcasting of local news, information, and entertainment, with exclusive programs and content.

Radio Reading for the Blind

Audio Journal is generically known as a radio reading service for the blind and others who are print disabled. Listeners hear broadcasts via the Audio Journal App for iPhone/iPad, smart speaker, Internet, telephone, cable TV, or a special receiver tuned to Audio Journal's frequency. Most of our programming is also available as recordings on demand from our website and the Audio Journal App.

Our volunteers read and record local newspapers, magazines, books, grocery and retail flyers, health information, Public Service Announcements, and more.

Job Description – Functions and Responsibilities

Assistant Audio Editor/Producer

- Gather and edit audio files for broadcast publication using Audacity software
- Publish files to broadcast system
- Archive and file edited programs on server
- Ability to read and record audio for broadcast a plus
- Research and collect content appropriate for Audio Journal's audience and broadcast requirements

Office Assistant

- Assist with marketing efforts including YouTube, Facebook and Twitter posts
- Prepare campaigns and mailings – collate materials, label/stuff envelopes, use Mail Merge to print address labels
- Prepare/print/mail thank-you letters to donors
- Update and maintain various documents, schedules, lists, and Access database

- Assist with volunteer scheduling
- Communicate with publications as needed
- Assist with event planning
- Purchase supplies as needed
- Answer phone, take messages as needed
- Participate in maintaining a neat, clean, and safe work environment
- Other duties as assigned

Requirements and Qualifications

- Must be fully vaccinated
- College degree or equivalent work experience
- Audio editing using Audacity
- Ability to follow through on a variety of assignments
- Must be a self-motivated learner
- Must have a collaborative, flexible, friendly attitude
- Must have excellent computer skills, including email, Dropbox, Audacity, Microsoft Office Suite (Word, Excel, PowerPoint, Access), Constant Contact
- Excellent written and verbal communication skills
- Experience with a disabled population a plus
- Broadcast/Podcast experience a plus

If interested, please send a cover letter and resume to Mary Frandsen, Executive Director, at mary@audiojournal.org