

## Make an Impact at AgeGuide! (Part-Time Multimedia Coordinator)

Are you ready to create content that matters? AgeGuide's Advocacy & Communications team is looking for a **Multimedia Coordinator** who's eager to jump in and help us tell powerful stories that inspire action.

This is a hands-on, part-time opportunity to flex your creative muscles while supporting a mission-driven organization dedicated to improving the lives of older adults.

### What you'll be doing:

- **Bring our podcast to life** — schedule guests, draft scripts, record, support hosts, manage audio gear, and edit episodes for release.
- **Own the AV setup** — support internal and external events with sound, video, and tech that runs smoothly.
- Create original content on social media that connects and engages.
- Produce short videos and dynamic graphics that spotlight AgeGuide's programs and events.
- Promote podcast episodes and digital campaigns with style and clarity.
- Brainstorm fresh, smart strategies to grow our digital presence.
- Pitch ideas, contribute to campaigns, and collaborate across teams.
- Review and refine content to make sure every word and image hits the mark.

### You're a great fit if you:

- Are passionate about storytelling, digital media, and making a difference.
- Know your way around social platforms like Instagram, LinkedIn, Facebook, and X.
- Are a current student or recent grad in communications, multimedia, marketing, or related field.
- Can write and edit with confidence, clarity, and creativity.
- Have experience with video editing, podcast production, and graphic design.
- Are familiar with tools like Canva, Microsoft Office, and bonus if you've used Adobe Audition.
- Work well independently, meet deadlines, and are excited to learn and contribute.

### What we offer:

- Flexible scheduling (15–20 hours/week) to fit your life.
- A creative, collaborative environment where your ideas matter.
- Valuable experience you can take anywhere—and portfolio pieces you'll be proud of.

## Join Our Team!

**AgeGuide is an AARP® Job Pledge employer!** At AgeGuide, we value creativity, teamwork, and continuous learning. We are seeking talented individuals who are passionate about older adults to join our team. We are committed to creating a diverse and inclusive workplace for experienced workers of all ages. We are an Age-Friendly employer, and we value the skills and experience that older adults bring to the workforce.

To apply, send resume, cover letter, and portfolio examples to [communications@ageguide.org](mailto:communications@ageguide.org).