



# LIFE ISSUES INSTITUTE

SAVING LIVES THROUGH PRO-LIFE EDUCATION

## Life Issues

### Producer / New Weekly Program

#### JOB DESCRIPTION

1/13/2023

#### POSITION SUMMARY

Life Issues Institute is seeking an executive producer for a new weekly half-hour radio program which will be distributed via broadcast and podcast channels. The role will include the planning, scheduling, production, and distribution of the feature. The ideal candidate will also be experienced in on-air work with the hope that the producer would also co-host the program with anchor, Brad Mattes (President of Life Issues Institute).

#### QUALIFICATIONS AND EDUCATION

- Bachelor's degree or higher; preferably degree in communications field
- Working knowledge of the pro-life community; personal involvement in some dimension would be invaluable
- Five years' experience in the broadcast industry with creation, production record/edit/assembly) and delivery of audio content; ideally, experience within the industry of Christian media
- Working knowledge of the law, rules, and industry regulations around radio production; fulfill any requisite in regard to program content
- Some experience and expertise in creation of video content
- Proficient in utilizing and strategizing social networking platforms (working in conjunction with Life Issues Institute's Director of Communications
- Proficient in computer skills including use of Microsoft Suite (Word, Excel, Outlook), and production software such as Adobe Audition or Audacity
- Applicant should be in full agreement with the goals and values of Life Issues Institute (<https://lifeissues.org/our-mission/>); please provide a personal statement of your belief regarding abortion

Bradley Mattes, President

P. O. Box 785 | Florence, KY 41022 | 513.729.3600 | [www.lifeissues.org](http://www.lifeissues.org)



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## RESPONSIBILITIES

- In collaboration with LII President/anchor of the weekly program, actively engage in creation of content themes, story ideas, features, potential guests, and corollary collateral
- Provide direction and engage in research, preparation, and execution of the production
- Write and edit programs, scripts, and show descriptions
- Ensure timeliness of content
- Ensure timely completion of broadcast product
- Engage in critique of programming
- Field audience inquiries

## DESCRIPTIVE TRAITS

- Ability to generate original ideas and to think creatively and strategically about how to communicate them to audiences
- Excel in storytelling skills; ability to tailor and adapt content for different audiences and platforms
- Excellent creative and communication skills (verbal and written)
- Ability to plan and organize, set priorities, multi-task and meet tight deadlines
- Self-starter who can work independently as well as collaboratively
- Adaptable to change when breaking news demands it; know how to go to Plan B when necessary
- Commitment to the pro-life message; understands and connects with the pro-life movement, trends and audiences; familiarity with Life Issues Institute marketing and development projects; maintain Life Issues standards of excellence and consistency in radio and podcast programming and content

## SALARY INFORMATION

Salary will depend upon applicant's experience and abilities

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## ADDITIONAL NOTES

- This position is a remote assignment but would likely require travel during the year including for recording purposes
- Similarly, with expectation of remote recording, hire should have appropriate ability to guarantee ability to record for broadcast purposes (potential sound-proofing et al)
- Currently, Life Issues works with a media agency, Ambassador Advertising Agency; the producer would work closely with the agency and its representatives for LI features
- Please email your resume and cover letter to [brad@lifeissues.org](mailto:brad@lifeissues.org)

## ABOUT LIFE ISSUES INSTITUTE

Founded in 1991, Life Issues Institute is dedicated to changing hearts and minds of millions of people through education. Our role is crucial to the goal of restoring a culture of life and ending abortion. We're committed to educating the millions of people who have not yet made up their minds on the abortion issue. We're also dedicated to encouraging, educating and supporting those who recognize the right to life. In this dual focus, the Institute's commitment is to provide the latest information and effective tools to protect innocent human life from fertilization to natural death. Related life issues include but are not limited to adoption, euthanasia, cloning, etc.

## JOB DESCRIPTION DISCLAIMER

The above job description is not intended to be an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned and are subject to the standard Life Issues Institute confidentiality agreement. Life Issues Institute is an equal opportunity employer. In accordance with anti-discrimination law, Life Issues Institute prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. Life Issue Institute prohibits any such discrimination or harassment. All reasonable efforts will be made to protect the confidentiality of candidates.

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