



Clio Digital Media, LTD

P.O. Box 180002
Boston, MA 02118

Executive Assistant & Operations Coordinator

Clio Digital Media — Independent Contractor (1099)

Hours	12–15 hours per week; potential to grow
Rate	\$30–35/hour based on experience
Type	Independent Contractor (1099)
Location	Remote; U.S.-based strongly preferred
Reports To	Liz Covart, Co-Founder
Start Date	As soon as the right candidate is identified
How to Apply	Send cover letter and resume to liz@benfranklinsworld.com

About Clio Digital Media

Clio Digital Media is a small 501(c)(3) nonprofit with a mission to help people think historically so they can better understand who we are, how we got here, and why it matters. We use digital media and technology to accomplish our mission.

Our flagship program is [Ben Franklin's World](#), a long-running history podcast with more than 14 million downloads. We also produce the History Behind the Headlines newsletter, host the [History Explorers Club](#) virtual community, and publish Sally Franklin's Bookshelf, an interview-based newsletter about new works in early American History.

We are a lean team of three that punches well above our weight. The right person for this role will be energized by that, not intimidated by it.

Why CDM Needs This Role

CDM is growing. We've added digital publications and a membership community to our award-winning podcast, plus we fundraise, create partnerships, and we're starting to grow a sponsorship pipeline. The volume of operational and administrative work has



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outpaced what a single person can manage without displacing mission-critical creative work.

We are looking for a mission-driven, history-curious person to help us with our operations. We need help with tasks like inbox management, calendar coordination, social media scheduling, episode publishing, and sponsorship tracking. Hiring a skilled part-time contractor to own these operational functions is what will make our growth and sustainability possible. The person we hire will have impact and help us further our mission.

What You'll Own

Calendar & Scheduling

- Manage Liz Covart's calendar, including guest interview scheduling, speaking engagement logistics, and internal planning blocks
- Coordinate scheduling with podcast guests, sponsors, and external partners on behalf of Liz and co-host Joseph Adelman
- Protect deep work and creative time blocks in accordance with an established ideal weekly structure

Inbox Management & Correspondence

- Monitor and triage the primary CDM inbox daily
- Draft email responses for review, including guest outreach, partnership and sponsorship inquiries, and routine communications
- Flag time-sensitive items to ensure nothing falls through the cracks

Sponsorship Pipeline Support

- Create and manage a system for tracking CDM sponsorship queries, prospects, active conversations, deliverables, and follow-up timelines
- Draft outreach and follow-up emails for review and approval
- Coordinate sponsor deliverables and deadlines during active campaigns



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Podcast & Newsletter Publishing

- Publish new *Ben Franklin's World* episodes in podcast hosting service and episode show notes in WordPress
- Schedule and publish the History Behind the Headlines newsletter in the email platform
- Coordinate to ensure all assets are in place before publication dates

Social Media Content & Scheduling

- Draft original social media posts for *Ben Franklin's World*, History Behind the Headlines, Sally Franklin's Bookshelf, and the History Explorers Club across Bluesky, Instagram, Facebook, and LinkedIn, drawing from episode content, newsletter issues, and community activity
- Schedule and publish approved posts across platforms using SocialBee
- Develop and maintain a weekly social content calendar in coordination with the production schedule
- Monitor engagement across platforms and flag notable listener responses, shares, or conversations for Liz to acknowledge
- Develop a working fluency over time with CDM's voice and content well enough to draft posts that require minimal revision

Fundraising Campaign Support

- Help execute CDM's annual fundraising campaigns, including scheduling social posts, managing email deployment, tracking donor acknowledgments, and coordinating with the CRM
- Assist with History Explorers Club membership promotion during the campaign window

General Operations

- Provide basic WordPress content support (formatting and publishing pre-written content; no development required)
- Assist with History Explorers Club community logistics as needed
- Take on additional operational tasks as assigned and as the role evolves



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What We're Looking For

- Strong, clear written communication.
- Experience supporting a content creator, author, or small nonprofit organization
- Comfort with digital tools: email platforms, social media scheduling tools, calendar management, and basic CRM
- High levels of organization, self-direction, and reliability; this is a remote role with significant autonomy
- Ability to manage multiple priorities without dropping things
- Genuine interest in history, public media, and/or mission-driven work is a plus
- Podcast production workflow familiarity is a plus, but not required. We will train the right person
- Someone who is interested in growing with us.

Clio Digital Media is an equal opportunity employer. We welcome candidates from all backgrounds.