Location: Remote Commitment: Flexible (5-10 hrs/month)

### Join Our Mission!

Zen4Blue, an ocean conservation nonprofit, is looking for a Volunteer Chief of Staff (CoS) to support leadership, streamline operations, and drive impact.

#### What You'll Do:

Assist with strategy, fundraising & progress tracking
Enhance team collaboration & streamline operations
Manage priorities, mentor staff & oversee key projects
Support fundraising, resource allocation & board initiatives
Track impact, ensure compliance & address challenges

#### Why Join?

Gain valuable leadership experience
Make a real impact on ocean conservation
Work with a passionate, dedicated team!
Help us protect our oceans—DM us to get involved!

### **Contact Us**



Volunteer Podcast Host - Balance 4 Blue Organization: Zen4Blue Podcast Name: Balance 4 Blue Role: Volunteer Podcast Host Location: Remote

### About Zen4Blue:

Zen4Blue is a nonprofit organization dedicated to fostering sustainable ocean careers and inspiring individuals to protect our oceans through education, innovation, and collaboration. Our mission is to connect people with opportunities that promote the health of our oceans and support the growing blue economy. Through our platform, we empower individuals to take impactful action in the marine industry.

#### Podcast Overview:

Balance 4 Blue is Zen4Blue's newest podcast, aimed at providing fresh perspectives, insights, and inspiration from the ocean careers sector. The podcast features interviews with professionals, innovators, and changemakers who are working on the frontlines of ocean sustainability and conservation. Each episode shares stories of personal journeys, practical advice, and calls to action, all while maintaining a tone of optimism and enthusiasm for the health of our ocean.

## **Contact Us**



### Position Overview:

Zen4Blue is looking for a passionate and engaging volunteer Podcast Host for our newest miniseries. As the Podcast Host, you'll take the lead in scheduling and coordinating with guests, hosting a miniseries, and adding your vibrant personality to our growing team. This is an exciting opportunity for someone with a strong interest in ocean conservation, a love for storytelling, and an eagerness to bring out the best in each guest.

### **Responsibilities:**

- Host a Miniseries: Lead an exciting miniseries of episodes that highlight key ocean career topics, initiatives, or people making a difference in the marine industry.
- Guest Coordination: Schedule and coordinate with podcast guests (industry professionals, researchers, conservationists, etc.), ensuring a smooth and professional experience for all involved.
- Prepare for Interviews: Research topics, craft insightful questions, and engage in thoughtful discussions with guests that provide value to our audience.

### **Contact Us**



- Podcast Recording & Editing Collaboration: Work closely with the podcast production team to ensure the episodes are high-quality and aligned with the show's tone and vision.
- Add Vibrant Personality: Bring your unique voice, enthusiasm, and storytelling style to the podcast, making the content accessible, engaging, and entertaining for our listeners.
- Collaborate with the Team: Work with the Zen4Blue team to brainstorm ideas, plan future episodes, and help elevate the overall direction of the podcast.

### Qualifications:

- A passion for ocean conservation, sustainability, or environmental careers.
- Strong communication skills with a warm and engaging presence.
- Previous experience in podcasting, broadcasting, or public speaking is a plus, but not required.
- Ability to coordinate scheduling and communicate effectively with podcast guests.
- Strong organizational skills and the ability to manage time effectively.
- Creative and adaptable mindset, with an openness to experimenting with new formats and ideas.
- Comfort with remote recording tools and audio software (training will be provided as needed).

## **Contact Us**



- Benefits:
- A chance to make a tangible impact by amplifying the voices of ocean industry professionals and advocates.
- Build your portfolio and gain experience in podcasting, content creation, and media production.
- Collaborate with a dynamic team of ocean enthusiasts and nonprofit professionals.
- Flexible, remote opportunity that fits into your schedule.

How to Apply: Interested individuals can apply by sending a short introduction email to <u>volunteer@zen4blue.org</u> along with a brief description of why you're excited about the opportunity to host a Balance 4 Blue miniseries. If you have any relevant experience (e.g., podcasting, broadcasting, public speaking), please include a link to a sample or mention it in your application.

Zen4Blue is committed to promoting diversity and inclusion within the ocean and environmental sectors. We welcome applications from individuals of all backgrounds, and encourage those who are underrepresented in the field to apply.

We can't wait to hear from you!

## **Contact Us**

