

Administrative Support

Remote | Part-Time | Audio in Color, Inc.

Are you passionate about audiobooks, community, and supporting emerging voices? Our nonprofit is dedicated to helping authors of color bring their first audiobooks to life through grants, education, and outreach. We are currently seeking an organized, proactive **Administrative Support** team member to help make it all happen.

About Us

We're a nonprofit organization focused on expanding access and representation in the audiobook industry. Through our grant program and educational initiatives, we help new and underrepresented authors understand the audiobook production process and connect with the resources they need to self-publish a successful audiobook product.

What You'll Do

As Administrative Support, you'll keep our programs and operations running smoothly. You'll play a key role in facilitating the grant process and supporting authors as they move from applicant to audiobook release. Day to day, you'll:

- Organize and track grant recipient information and timelines
- Communicate with authors and production partners to keep projects on schedule
- Help coordinate outreach and promotional efforts around audiobook launches
- Review and organize incoming grant applications
- Provide general administrative support to the Board of Directors
- Maintain and update records and databases (primarily using Airtable and Google Workspace)

What We're Looking For

- Strong organizational and communication skills
- Experience with office software (Google Docs, Sheets, Gmail, etc.)
- Familiarity with Airtable or similar project management tools
- A self-starter who's comfortable managing multiple priorities remotely
- Knowledge of or enthusiasm for the audiobook industry is a plus

Work Environment

This is a **remote position**, reporting directly to the **Board of Directors**. You'll collaborate with a small, dedicated team passionate about storytelling, access, and community impact. This is

contract position that requires availability during Eastern standard time business hours (9am to 5pm).

Compensation

Compensation to be determined based on experience and program funding.

How to Apply

Send your **resume** highlighting your office support and organizational experience to audioincolor@gmail.com. Please put Admin Job in the subject line.