

**Job Title:** Ad Operations Coordinator

**Location:** Westlake Village, CA, Brooklyn, NY, Remote USA

**Company:** Voicing Change Media

**About Us:**

[Voicing Change Media](#), a podcast creator network launched by Rich Roll (award-winning podcast host) and RXR Sports (talent management firm), is seeking an Ad Operations Coordinator to support end-to-end delivery of podcast ad campaigns. VCM comprises shows such as The Rich Roll Podcast, Feel Better, Live More, The Proof w/ Simon Hill, Mentor Buffet w/ Alexi Pappas, and more. Our mission is to elevate voices that inspire a global audience to live healthier, more fulfilling lives.

**Job Summary:**

We are seeking a highly organized and detail-oriented Ad Operations Coordinator to join our growing team. In this role, you'll support the execution, tracking, and performance analysis of podcast advertising campaigns across our network. You'll collaborate closely with producers, hosts, our sales team, and brand partners to ensure successful delivery of ad content and support general operations as needed.

**Key Responsibilities:**

- Track and report on ad performance and delivery across audio, video, social, and other media placements.
- Maintain internal tracking systems (Google Sheets, Excel, Notion) to monitor campaign progress, deliverables, and deadlines.
- Communicate clearly and proactively with internal and external partners to manage expectations, timelines, and revisions.
- Support regular ad refreshes by organizing scripts, assets, and scheduling with talent and production teams.
- Ensure sponsor messaging is accurately reflected in content, meeting both client and internal brand standards.
- Help maintain podcast episode calendars, ensuring inventory is accurately filled and recorded.
- Execute on general project management needs across the network.

**What We're Looking For:**

- 2+ years of experience in ad operations, project management, or a related field—**podcast and digital media experience required.**
- Demonstrated experience in performance tracking and reporting, with fluency in Excel and Google Sheets.
- Strong project management skills and familiarity with Notion, Megaphone, Podscribe, and YouTube Studio.

- Impeccable attention to detail and a high standard of accuracy in all work.
- Exceptional written and verbal communication skills—you're proactive, responsive, and thoughtful.
- A collaborative mindset and the ability to juggle multiple moving pieces with grace.

**Benefits:**

- Competitive salary and performance-based bonuses.
- Health, dental, and vision benefits.
- Professional development opportunities.
- A creative, supportive, and collaborative work environment.

**How to Apply:**

Please submit your resume and a cover letter to [hello@voicingchange.media](mailto:hello@voicingchange.media) outlining your experience and qualifications for the Ad Operations Coordinator role. We are looking for someone who shares the values of Voicing Change Media and has a can-do attitude, with an eye toward problem-solving and a willingness to jump in where needed.

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Voicing Change Media is an equal opportunity employer and we encourage applicants from all backgrounds to apply. We are committed to fostering an inclusive environment where everyone has the opportunity to thrive.