

Operations Assistant, KOPN Community Radio

POSITION DESCRIPTION

The Operations Assistant will assist with overall station operations, managing radio traffic and programming. They serve as volunteer coordinator and are responsible for expanding and updating our social media and website presence. They participate in pledge drives, special events and community activities. The Operations Assistant reports to the General Manager.

COMPENSATION

This is a part-time, hourly (average of 22 hours/week), non-exempt position. Flexible schedule with week day, evening, week-end and on-call hours.

Hourly Wage: \$17/hour. Negotiable based on skills, experience and availability.

Not benefit eligible.

RESPONSIBILITIES

Operations

Assist the General Manager and the engineering team to assure dependability of on-air broadcast and stability of online signal.

Update as needed, both print and online program schedule and publish.

Operate or oversee the operation of the air board both at the station and remotely.

Record and edit audio as requested or required.

Generate and automate daily station playlist.

Volunteer Coordination

Maintain a transparent process for individuals to apply for air time and podcast opportunities.

Recruit, screen, onboard, and maintain excellent communication with volunteers.

Develop and implement a comprehensive volunteer orientation and training program.

Assist with periodic evaluation of volunteer performance.

Schedule volunteer appreciation events.

Social Media and Website

Maintain social media presence with regular and relevant content updates.

Expand social media platforms used.

Maintain website presence with regular and relevant content updates.

Fundraising/Community Outreach

Participate in pledge drives, special events and other community activities.

Assist with underwriting tasks, as requested.

Other

Provide office coverage and answer phones, greet guests, process mail, etc.

Perform light housekeeping including but not limited to trash removal, vacuuming, and filing albums and CDs.

Assist in properly maintaining the building, grounds, and all equipment.

Perform other duties as assigned.

QUALIFICATIONS

- Post-secondary education or training OR relevant experience in technical sound/audio design and

production, communications and/or media.

- Proficiency in audio production and editing.
- Experience with volunteer management.
- Experience with social media and website content management systems (i.e. WordPress).
- Excellent oral and written communication, organizational skills, and computer literacy.
- Ability to collaborate constructively with individuals from a variety of backgrounds.
- Excellent problem-solving skills, both creative and practical.
- Strong organizational and time management skills.
- Possess a valid driver's license and access to a dependable, insured vehicle.
- Reliable computer and internet access at home.
- The ability to read, write, understand, and speak Spanish is desirable (not required).

Physical requirements:

Ability (with or without reasonable accommodation) to

- read, write, understand, and speak intelligibly in English
- hear and evaluate the radio broadcast signal
- communicate using a telephone
- perform fine-motor activities requiring manual dexterity
- lift and carry a box or equipment weighing 25 pounds
- drive an automobile

TO APPLY

Email letter of interest, resumé and 3 relevant references with their current contact information and relationship to applicant to dylan@kopn.org or mail/deliver to KOPN OA Search, 401 Bernadette Dr, Columbia MO 65203-1126.

Closing Date: March 6, 2024 or until filled.

KOPN is an Equal Opportunity Employer that values diversity.