

KOAHNIC BROADCAST CORPORATION JOB DESCRIPTION

**JOB TITLE:** Native America Calling Managing Editor and Host **GRADE:** DATE: \_\_\_\_\_

**FLSA:** Exempt **DIVISION:** NAC

**REPORTS TO:** Exec Producer & Manager of Natl Programs **DIRECT REPORTS:** 1

**INDIRECT REPORTS:** 0

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**SUMMARY OF JOB RESPONSIBILITY:**

Host live, call-in talk show, Native America Calling (NAC), daily. Interact with multiple guests on numerous topics that affect Native Americans and Alaska Natives to present an engaging, informative program for listeners.

**ESSENTIAL JOB RESPONSIBILITIES AND DUTY EXAMPLES:**

1. Work closely with show staff and Executive Producer for National Programs to conceive, develop and bring to air daily shows on timely subjects that affect Native Americans and Alaska Natives from a Native perspective.
2. Remain informed about key issues that affect Native Americans and Alaska Natives.
3. Work on deadline to help ensure timeliness, accuracy and appropriate cultural sensitivity of written documents, including scripts, promos, program descriptions, and other information intended for the public.
4. Maintain sources and contacts of people who can speak to issues in an informative way. Work with show staff to find show guests and identify questions appropriate to their expertise and opinion. Ensure appropriate contrary viewpoints are represented and that guests are given a fair chance to respond to topics.
5. Work with staff to ensure all pre-show production is completed.
6. Participates in daily editorial meetings and regular discussions necessary to make sure all appropriate information is developed for each show and to plan for subsequent shows.
7. Participates in regular listening sessions to help identify ways to improve abilities and connect with audiences
8. Appear, with proper permission from Koahnic management, at events (panel discussions, live events) representing Native America Calling.

9. Work with staff to produce text, video or graphics for social media and other digital platforms to inform or engage audiences and to promote shows.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

1. A Bachelor's degree in radio/broadcast, journalism, communications or related field; Experience in broadcast field is preferred.
2. Must possess the ability to read, analyze and interpret information related to Native Americans and Alaska Natives and convey that information to the public in an engaging way.
3. Exceptional communication skills with managers, staff and a live audience.
4. Extensive, detailed experience in and knowledge of Native American and Alaska Native issues.
5. Must have excellent written, oral, presentation and communication skills.
6. Must have demonstrated time management and problem-solving skills.
7. Must have above average proficiency in the use of computer software including but not limited to Word, Excel, and PowerPoint. Prefer experience with digital audio production.
8. Must be able to operate within a normal office environment to successfully perform the essential functions of this job. An employee may occasionally lift and/or move up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
9. Employee is expected to maintain an appropriate business appearance, neat and clean as determined by the requirements of the area in which the employee works.

To apply: submit a cover letter, resume and 3 references, a sample of work, and a completed KBC Application for Employment (located at <https://www.knba.org/employment#stream/0> ) to [HR@knba.org](mailto:HR@knba.org). Koahnic Broadcast Corporation is an equal opportunity employer.