



JOB OPENING
PROGRAM COORDINATOR POSITION DESCRIPTION

POSITION SUMMARY

This full time exempt position, under the guidance and supervision of the General Manager (GM), will coordinate KCAW-FM programming and operations, manage/schedule a large volunteer program, facilitate community involvement in the station, and implement KCAW programming strategies.

POSITION DUTIES

1. *Coordinates volunteer program.* Collaborates in the recruitment of volunteers with other station staff. Trains and evaluates on-air programmers, works to schedule program substitutes — works closely with the GM to schedule ongoing volunteer hosts.
2. *Ensures the quality of KCAW's on-air sound.* Monitors the broadcast and offers constructive input around mic technique and delivery to programmers. Prioritizes continuity of broadcast operationally and provides backup coverage.
3. *Supervises automation and broadcast operations.* Programs and maintains AudioVault, PRSS, and other technologies related to KCAW programming. Manages broadcast equipment and facilities. Stewards music library and supports music library volunteers.
4. *Curates KCAW's programming.* Researches programs from a variety of local, regional, national and international sources. Works closely with the GM in the selection and scheduling of both local and syndicated programming. Supports the development of programming that reflects the diverse community in our listening area and prioritizes the inclusion of underrepresented perspectives and languages.
5. *Works collaboratively with other KCAW staff.* Partners with the News Director and GM to program news and public affairs programming. Works cooperatively with the Development Director on scheduling underwriting and ePSAs. Oversees and implements disaster response and safety information during emergencies and breaking news with all KCAW staff. Assists with planning and operations of fundraising drives.
6. *Coordinates production services/facilities.* Works with the GM to develop fee-for-service studio rentals and production services. Trains volunteers in the production of on-air content using digital editing software.
7. *Implements KCAW programming strategies.* Participates in generating strategic directions for the station. Supports the development of digital properties such as podcasts and the KCAW website, to name a few.
8. *Ensures operational compliance.* Works with the GM on FCC and CPB compliance documentation. Serves as the Chief Operating Officer of KCAW. Schedules and monitors all EAS tests.
9. *Monitors audience and solicits community input.* Coordinates KCAW's Community Advisory Board. Creates opportunities for the community to give feedback on programming.
10. *Represents KCAW through tours and outreach opportunities.* Guides station visits. Gives presentations and workshops off-site about the radio station.
11. *Performs other duties as assigned by the General Manager.*

POSITION SUPERVISION

This role reports directly to the General Manager. The Program Coordinator supervises 100+ volunteer programmers and producers.

POSITION QUALIFICATIONS

- Knowledge of and passion for community radio and KCAW's mission.
- Ability to work under pressure and to work well with a wide variety of people.
- Strong production and on-air performance skills.
- A strong commitment to community involvement, creative radio, public information, audience building and promotion techniques.
- Demonstrated volunteer coordination and interpersonal skills, using effective verbal and written communication.
- Exceptional organizational and project management skills.
- Strong computer skills, particularly in the use of audio editing software. Has a demonstrated capacity and willingness to learn programming technologies quickly.
- Technical knowledge of radio broadcast related equipment and audio equipment preferred.
- Ability to work with, train and support a diverse group of people and the ability to explain technical matters to non-technical beginners.
- A minimum of one year radio experience with emphasis on community radio. Similar or equivalent experience will be considered.
- Ability to work flexible schedule and extra hours as necessary. This role is responsible for emergency coverage and troubleshooting.
- Knowledge and appreciation of a wide variety of musical genres.

SALARY RANGE

Salary starts at \$37,050. This position is classified full time exempt with sick and annual leave as well as health and retirement benefits. Equal Opportunity/Affirmative Action employer.