



Community Engagement Coordinator

CSJ 2019

Canada Summer Job Placement

Number of positions: 2

Job Title: Community Engagement Coordinator

Note: This position is only available to youth between the ages of 15 and 30

Compensation: \$15.50 an hour

35 Hours a week

Contract Summer Position (16 weeks – Start no later than May 13 / End prior to August 31)

This position is dependent on funding from Canada Summer Jobs

Vancouver Co-op Radio provides a platform for marginalized voices and topics to come to the forefront. With a fiercely independent streak, we've been encompassing a do it yourself attitude for over forty years. From soldering speakers to holding in stations music events and creating your own original radio show from the ground up, at Co-op you can learn it all! Co-op radio is the place you need to be if you are passionate about diverse music, critical journalism and meaningful discourse about the state of the world.

The **Community Engagement Coordinator** is responsible for expanding Co-op Radio's community connections by liaising with community organizations, and promoting our work at festivals and performances throughout the summer.

This position is suitable for youth interested in media, broadcasting, public relations, communications, journalism, community development, audio production, marketing and more. At the end of the contract you will gain experience required to run your own radio station and recording studio, with an emphasis on client service, team work, and digital skills.

If you want to spend the summer at festivals, promoting the station while capturing community voices and producing PSA's for broadcast, this is the job you have dreamed of!

Responsibilities Include

- Promote Co-op Radio through outreach and presentations to community organizations
- Establish community partnerships, sponsors, and in-kind cross promotional trades through memberships, barter items, PSAs and website promotion.

- Coordinate, attend and manage volunteer tabling opportunities at events and festivals including Surrey Fusion Festival, Vancouver Folk Festival, Vancouver Pride Parade and Dyke March, Caribbean Days, and more!
- Assist in live remote radio broadcasts
- Recruit, train and coordinate new volunteers, with an emphasis on Youth from Indigenous, Multicultural, LGBTQ2S+, People with Disabilities, and other diverse communities
- Record & mix public service announcements & podcasts (training provided)
- Capture voices from the community, and file audio and video reports for broadcast and promotional purposes
- Sign up new cooperative memberships and donors
- Assist with the creation of promotional materials, PSAs, and social media marketing
- Other duties as directed by the Executive Director

Qualifications:

- Self-motivated, enthusiastic, reliable with a strong work ethic
- Strong verbal / body language communication skills
- Strong research skills and organizational skills
- Experience working with and coordinating volunteers
- Experience with face-to-face or other types of fundraising an asset
- Ability to work in loud environments such as music festivals
- Ability to work in a fast paced, loosely structured environment with minimal supervision
- Graphic design and layout experience is an asset
- Managing web & social media pages on behalf of an organization an asset
- Experience working for non-profit, community organizations an asset
- Essential: Ability to lift and carry equipment and materials at least 15 kg
- Community radio experience and/or video experience an asset
- Possessing a valid driver's license an asset but not essential

The availability of this position is subject to funding

EMAIL YOUR COVER LETTER & RESUME

ed@coopradio.org

Please put "Summer Jobs Application" in the subject line

We are hiring 2 people so there are different application deadlines
(We suggest you get yours in early!)

First round: application deadline Friday April 26 (5 pm PST)

Second round: application deadline Friday May 3rd (5 pm)

Only shortlisted candidates will be contacted

Vancouver Co-operative Radio is an affirmative action employer. We welcome applicants from underrepresented groups including, but not limited to, Indigenous people, people of colour, trans and queer-identified people, people with disabilities and people with multilingual skills and backgrounds. This is a contract, funding-specific position and part of Unifor Local 3000.

Vancouver Co-operative Radio, CFRO, 100.5 FM is a non-profit, listener-supported, multilingual community radio station that has provided Vancouver with alternative public affairs, music, and arts programming since 1975. Located in the Downtown Eastside, Co-op Radio produces creative and engaging programming for communities whose voices are underrepresented (and misrepresented) in the mainstream media. Our organization is rooted in values of participation, co-operation, social justice, independence and community.

Here's what last year's CSJ placement staff wrote about working at Vancouver Co-op Radio:

"Vancouver Co-op Radio was a supportive environment; I was provided with the goals, resources, and the freedom to make decisions. My supervisors and coworkers were always accommodating and encouraging."

"Through conducting meetings with representatives from local organizations I gained a great amount of experience in direct marketing, public speaking, and establishing strong client relationships."

"Many of the skills I developed during my time at Vancouver Co-op Radio are universally applicable, preparing me for any career path I may choose in the future. More specifically, I was granted the opportunity to hone my skills in graphic design, web editing, copywriting, and audio/visual content creation."

"Compared to my friends from my program, Vancouver Co-op Radio gave me a lot of responsibility, autonomy and decision making authority. I really appreciate that my manager outlined the end goals and allowed me to develop and implement the strategy."

"I had a fantastic experience with Co-op Radio, I garnered a host of new skills in my field and challenged my existing skill set!"

"Based on my experience I would highly recommend Vancouver Co-op Radio to future students applying for the Canada Summer Jobs program."

"After working with Co-op Radio I can see myself continuing in this field and building further skills in audio production."