



JOB POSTING

Posted: February 10, 2016.

Community Engagement Coordinator

Vancouver Co-operative Radio CFRO 100.5 FM is a non-profit, listener-supported, community station that has provided Vancouver with alternative public affairs, music and arts programming since 1975. Co-op Radio provides a space for under-represented voices, music and arts, broadcasting 24 hours a day in more than a dozen languages.

The Community Engagement Coordinator will work with the Director of Member Services on raising Co-op Radio's profile and strengthening community connections with, and within, the station. This work involves presence at local community events and music shows as well as supporting those events and communities on air.

This is a temporary part-time position reporting to the Director of Member Services. Funding for this position is provided by the Community Radio Fund of Canada.

DATES: March 10, 2016 to February 28, 2017

HOURS: 26 hours/week. Scheduling of hours is flexible and will require some evening and weekend hours.

WAGE: \$17.34/hr plus 12% in lieu of vacation and benefits, for a total of \$19.42/hour.

KEY AREAS OF RESPONSIBILITY

Coordinate the execution of *Co-op Radio's Strengthening Connections, Cultivating Community Project 2015-2016* under the supervision of the Director of Member Services.

Primary tasks:

- Connect with and support community organizations to become Community Partners with Co-op Radio
- Increase the on-air presence of community events and initiatives
- Produce pre-recorded announcements (PRAs) for on-air play
- Create a production team for making PRA's for member drives, community and station events
- Strengthen the station's in-person outreach with presence at events
- Coordinate volunteer teams for tabling at summer festivals
- Support getting more diverse community voices on-air
- Coordinate engagement with the Downtown Eastside community upon our return to the neighbourhood in 2015
- Support programmer-initiated community events
- Help programmers (new and ongoing) with promotion material and engagement with their listeners
- Connect interested volunteers to community engagement work at the station
- Maintain and strengthen Co-op Radio's Social Media presence (Facebook/Twitter/Instagram)
- Write newsletter content, create template for print version, and update template for email version
- Improve Listener's Guide distribution
- Produce a 2016 Co-op Radio audio compilation



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QUALIFICATIONS and SKILLS NEEDED

- Strong organization and coordination skills
- Ability to perform a high volume of administrative and other tasks
- Event-organizing skills and volunteer coordination experience
- Friendly, personable, and outgoing; ability to talk to a high-volume of strangers and trouble-shoot at busy events
- Non-profit outreach experience and/or ground-level marketing experience
- Excellent communication/interpersonal skills:
 - ◆ clear written and verbal communication
 - ◆ conflict resolution skills
 - ◆ ability to openly give and accept feedback
 - ◆ ability to work effectively as a team member both with supervision and independently
 - ◆ openness to collaborative brainstorming and problem-solving
- Excellent, thorough research skills
- Attention to detail combined with ability to see bigger picture
- Flexibility to handle changing situations
- Ability to provide editorial and copy-editing support
- Excellent time-management skills
- Familiarity and experience with Social Media (Twitter, Facebook, Instagram)
- Excellent computer skills including MS Word Suite
- Graphic design skills an asset
- Experience with, and interest in, community broadcast media, preferably radio
- Sound recording and editing experience an asset
- Familiarity with Co-op Radio programming an asset

TO APPLY

Send a cover letter and resume to hire@coopradio.org

Please include your cover letter and resume *in one PDF document* labelled **yourfirstname_yourlastname.pdf** and attach it to your email.

Application Deadline: Monday, February 22, 2016 at 9am

No phone calls please. We thank all applicants for their submissions. Only short-listed candidates will be contacted. Vancouver Co-operative Radio is an equal opportunity employer.