



CiTR Radio 101.9 FM | 233-6138 SUB Blvd. Vancouver, BC V6T 1Z1
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Summer Job Posting: Programming and Community Engagement Coordinator

JOB DESCRIPTION

The Programming and Community Engagement Coordinator will be responsible for supporting special programming and live broadcasts throughout the summer, producing public service announcements and ads for our community partners, and assisting with campus and community outreach and accessibility.

TASKS AND RESPONSIBILITIES

- ❖ Work with our Program Manager to plan and organize live broadcasts at local community events and festivals
- ❖ Produce public service announcements & advertisements for local community events and festivals, including those with CiTR media partnerships
- ❖ Work with CiTR's Program Manager to organize special programming and develop content around special programming initiatives (which include Asian history month, Black History Month, International Women's Day, etc.) This includes contacting students, faculty, and community organizations to collaborate with broadcasts and developing scripts and concepts for promotional materials (website, on-air announcements, posters, etc).
- ❖ Work with the Volunteer Manager to improve the accessibility of the radio station and increase the diversity of people involved in broadcasting at CiTR
- ❖ Assist our Music Department Manager with our music library, giving CiTR programmers access to a diverse range of local, alternative and independent artists
- ❖ Assist with other special projects

JOB REQUIREMENTS

The ideal candidate will be motivated, creative and efficient, with great problem solving skills. S/he will have skills, experience or interest in broadcasting, sound editing, creative writing, advertising, community engagement and/or journalism. Proven ability to work with diverse communities of students is an asset.

TERMS OF EMPLOYMENT

This job is for 14-16 weeks, 35 hours/week, with a wage of \$13.50/hour and an anticipated start date of May 13, 2013. The terms of this position depend on the funding approved by Canada Summer Jobs.

The Student Radio Society of the University of British Columbia is an equal opportunity employer that encourages applicants from underrepresented groups. To be eligible for this position, the candidate must be a full-time student returning to full-time studies in September, between 15 and 30 years of age, and a Canadian citizen, permanent resident or protected refugee.

To apply, send a resume and cover letter to Brenda, CiTR Station Manager, at stationmanager@citr.ca.

Deadline for applications is Friday, May 3, 2013.