



CHLY Executive Coordinator Job Description:

Radio Malaspina Society / CHLY is a non-profit community/ campus (Nanaimo & Vancouver Island University) radio station broadcasting to central / southern Vancouver Island and the south coast of BC on 101.7FM and streams live to the world at www.chly.ca

We are currently looking to hire an **Executive Coordinator** for a one year term to oversee the overall administration, programming, communication, outreach and fundraising aspects of the society. (The position may be extended based on performance and funding).

Qualifications and requirements:

- Bachelor's degree and / or equivalent work experience, ideally in Broadcasting, Media Studies, Business or a related field.
- Passionate about / experience with campus / community (public) radio; audio production skills (hardware and software).
- Professional oral, written, digital, and interpersonal communication skills.
- Excellent organizational and time-management skills.
- Staff and volunteer management experience.
- Experience with community organizations, independent media, and social media.

Major responsibilities:

1. Administer the Society: Work with, report to and receive direction from the Board of Directors including: comply with the bylaws and constitution of the society (including coordination of monthly meetings, AGM, annual financial audit and filing with BC Registry); follow the purpose and core values of the organization including CRTC rules and regulations pertaining to campus/ community radio; establish and implement the Strategic Plan (vision, goals, areas of focus, and projects); establish and implement, policies, procedures, and guidelines; keep the organization on budget and oversee all revenue and expenses.

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250-716-3410
www.chly.ca



2. **Oversee Staff and Volunteers:** Work closely with the Operations Manager and be responsible for, oversee, and work with other Staff as hired. Coordinate, recruit and train staff and volunteers with a focus on quality and content. Report to and advise Board on personnel matters.
3. **Oversee Fundraising Activities:** Coordinate fundraising, donor retention, ad sales and other activities aimed at sustaining/ increasing the financial health of society (e.g. student activity fee increase campaign, fund drives, 'Friends with Benefits' program, grant proposals etc.)
4. **Liaise with Key Stakeholders:** Including VIU administration, faculty, departments, student union, student newspaper, campus clubs as well as other campus / community radio stations, local organizations and businesses etc.
5. **Communications and Outreach:** maintain and update CHLY's online presence; regular communications with CHLY staff, Board; volunteers, and supporters; plan and implement special events to increase community awareness and engagement.

Compensation: Rate of pay is \$17.50/hr based on 24 hours/ week (\$420 weekly) and includes 2 weeks paid vacation.

Send resume with cover letter by Friday March 20th, 2018 to: tanis.dagert@viu.ca

Subject: CHLY Hiring Committee

Note: Only shortlisted candidates will be contacted. CHLY is an equal opportunity employer.