



UVic's Campus and  
Community Radio  
Station

101.9 FM  
104.3 on Cable  
<http://cfuv.uvic.ca>

PO Box 3035  
University of Victoria  
Student Union Building  
Finnerty Road  
Victoria, BC  
Canada  
V8W 3P3

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## Employment Opportunity

# Operations Director

CFUV 101.9 FM

University of Victoria Student Radio Society

### **About CFUV**

CFUV 101.9 FM (CFUV) is a non-profit, volunteer driven campus/community radio station located on the traditional, unceded, territories of the Songhees, Esquimalt, and WSÁNEĆ peoples and operates from the Student Union Building at the University of Victoria. CFUV aims to provide valuable resources, support, and opportunities to the diverse communities that exist in Victoria, BC.

CFUV is an equal opportunity employer that employs personnel without discrimination on the basis of race, ancestry, place of origin, ethnic origin, language, citizenship, creed, religion, gender, sexual orientation, age, marital status, and physical and mental disability.

### **Job Description:**

The Operations Director is responsible for the recruitment, coordination, and support of CFUV's volunteer base and the promotion of CFUV through partnership with diverse, like-minded community groups and organizations.

This position is a full-time, continuing position reporting to CFUV's Station Manager.

### **Principal Duties:**

Under the direction of the Station Manager, the Operations Director is responsible for the following:

1. Coordinate volunteers – recruitment and training of new volunteers, retention and recognition of existing volunteers. Development of volunteer resources and opportunities
2. Utilize various volunteer management tools (example: Better Impact) to maintain volunteer data; interpretation of said data to develop and implement targeted recruitment strategies to diversify CFUV's volunteer base
3. Communicate CFUV resources and opportunities to fellow non-profits, community groups, and like-minded organizations
4. Outreach and promotion of CFUV volunteer opportunities and activities to the wider community of Victoria
5. Promote CFUV to like-minded, local businesses for sponsorship/advertising campaigns.
6. Lead CFUV's annual Funding Drive
7. Supervision of part-time and student employees as needed
8. Other duties as assigned by the Station Manager

**Qualifications:**

1. Excellent written and verbal communication skills
2. Administrative, analytical, and project development skills
3. Experience coordinating volunteers
4. Demonstrated ability to manage multiple projects and consistently meet deadlines
5. Ability to work and make decisions independently and in collaboration with others
6. Ability to work effectively with a diverse population
7. Ability to mentor and motivate both volunteers and coworkers
8. Conflict resolution, interpersonal, and management skills

**Assets (beneficial but not required):**

- Previous experience in the Campus & Community Radio or non-profit sector
- BC Drivers License (class 5)
- First Aid Certification
- Basic Graphic Design experience
- Audio Equipment and tech experience
- Promotional and outreach experience
- Commitment to developing ongoing professional knowledge and skills

**Terms of Employment:**

Full-time 35 hours a week. Monday to Friday 9:00 a.m. – 5:00 p.m. with some evening and weekend work as required.

Starting Salary **\$34,055** per annum, with **2 weeks (10 days) paid vacation plus extended medical and dental coverage**. *Vacation entitlement will be pro-rated for mid-year start.*

The contract begins with a three-month probationary period.

The start date for this position is **immediate**.

A criminal record check is required immediately upon hiring, at the employee's expense, but upon a successful check the employee will be reimbursed for the criminal record check fee.

**How to Apply:**

Please email a cover letter and resume to [manager@cfuv.ca](mailto:manager@cfuv.ca).

CFUV thanks all applicants, but please note that only those who are selected for an interview will be contacted. Please no phone calls, drop-ins, or printed resumes.

**Deadline: Wednesday, May 8th, 2019 at 5:00pm.**