



Concordia University Student Radio

CJLO is the campus/community radio station affiliated with Concordia University. 100% non-profit, and run almost entirely by volunteers, the station is located in the heart of the Loyola campus in the NDG borough of Montreal. CJLO is currently seeking a new General Manager to guide, organize, and motivate our dedicated and independent volunteers and staff. The chosen candidate will help take CJLO to the next level in its development and continued growth as one of North America's most well respected campus and community radio stations.

Responsibilities:

- Act as the official spokesperson of CJLO to all internal and external bodies;
- Maintain existing AM radio broadcasting operations while pursuing future broadcasting opportunities;
- Manage, motivate and guide all CJLO staff and departments;
- Implement policies and procedures following CJLO, CSBC and CRTC guidelines;
- Co-ordinate plans and guide activities of both short and long term nature;
- Maintain and pursue existing and future university, community and business relationships.
- Strive to build the CJLO brand while directing visibility, public relations & marketing plans;
- Pursue funding opportunities: seek out & apply for relevant grants, direct and implement advertising, fundraising and donation structures;
- Fiscal planning and forecasting: prepare an annual budget and track all station spending and receipts;
- Ensure the maintenance of all equipment and general station aesthetics;

Requirements:

- Knowledge of CJLO 1690AM and its activities;
- Three to five years experience in a leadership role (not-for-profit or media preferred);
- Proven track record of successful project planning and execution;
- A self-starter who is forward-thinking, results-driven and able to work with minimal supervision;
- Exceptional leadership, team building and interpersonal skills;
- Expert communication, problem solving, planning and organizational skills;
- Experience creating and managing an organizational budget;
- Analytical, forward-thinking, and decisive with an entrepreneurial spirit;
- Proficient with computer systems, networks, radio & broadcast equipment, social media and web tools;
- Strong familiarity with CRTC & CBSC regulations and standards;
- Grant writing experience (Not-for profit and media related preferred) Bachelor's Degree or equivalent;
- Bilingual English & French preferred



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Assets:

- Contacts within the Montreal arts, media and business communities;
- Knowledge of the Concordia community;
- Strong familiarity with Montreal music scene, Montreal's multiple cultural communities, local events & festivals and varying music genres
- Knowledge of the National Campus Radio Association (NCRA) and Campus Music Journal (CMJ) organizations;
- Accounting experience;
- Experience working with a board of directors;
- Valid Quebec driver's license & vehicle.

Remuneration:

- \$30,000 - \$35,000 based on qualifications and experience, minimum of 40 hours per week
- 4 weeks paid vacation
- Health & Dental Insurance

Application Deadline:

Please send a cover letter and resume by Friday, October 10th 2014, 5pm EST to hr@cjlo.com.