



Job Posting - Station Manager

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 Station 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, CRTC and CBSC guidelines;
- Coordinate 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, and marketing plans;
- Oversee pursuit of funding opportunities through relevant grants, and 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

Qualifications:

- Three to five years experience in a leadership role (not-for-profit or media-related 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;
- Strong English communication skills

Assets:

- Knowledge of CJLO 1690AM and its activities;
- 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 varied 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;
- Strong French communication skills.

Salary:

- Based on qualifications and experience, minimum of 40 hours per week
- 4 weeks paid vacation
- Health & Dental Insurance (conditional)

Application deadline:

Please send a cover letter and resumé by September 21st 2018 at 5 pm ET to hr@cjlo.com

CJLO 1690AM is committed to equity in its policies, practices, and programs, supports diversity in teaching, learning and work environments, and ensures that applications for members of underrepresented groups are seriously considered under its employment equity policy. All qualified individuals who would contribute to the further diversification of our workplace are encouraged to apply.