

CKXU Executive Director

“Community radio stations are operated, owned, and influenced by the communities they serve.”

CKXU 88.3 FM is a volunteer driven radio society that provides independent campus and community radio and opportunities through programming, tools, training, and events in the Southern Alberta region. We are looking for a unique and talented individual to guide The CKXU Radio Society into the next chapter of campus community radio in Lethbridge!

Accountable to the CKXU Board of Directors, the Executive Director is responsible for oversight and steering of the Society. The Executive Director’s responsibilities will include, but are not limited to:

- Resource Development:
 - Identifying, and applying for any relevant grant funding sources that shall function to supplement, facilitate, or support human resources, operations, or initiatives that align with the strategic plan identified and approved by the CKXU Board of Directors.
- Finance:
 - Overseeing all facets of the society’s financial health including but not limited to
 - Sitting on the Finance Committee in an ex officio, non-voting capacity.
 - Ensuring that an annual budget is prepared for each fiscal year.
 - Building budgets or aiding staff members or volunteers who build budgets for any officially sanctioned event of the Society.
 - Building and presenting financial reports to the CKXU Board of Directors, and the CKXU Membership.
 - Ensuring monthly bookkeeping is kept up to date.
 - Building financial reports for any governing body the station should be accountable to.
- Administration:
 - Managing and overseeing the day-to-day operations of the Society.
 - Steering, overseeing, and facilitating the strategic plan of The CKXU Radio Society.
 - Ensuring that the mandate of the Society is upheld and advanced.
 - Being familiar with the Policies and By-laws of the Society, as well as the Societies Act of Alberta.
 - Executing any administrative tasks the CKXU Board of Directors deems appropriate.
 - Building monthly operational reports for meetings of the CKXU Board of Directors and the Annual General Meeting.
- Communications:
 - Acting on behalf of the Society in all public hearings, as well as undertaking any necessary negotiations on behalf of the Society.
 - Responsible for all communications such as media or press releases to the community regarding CKXU initiatives, campaigns, or announcements.
- Human Resources:
 - Sitting on the Human Resource Committee in an ex officio, non-voting capacity.

- Providing leadership, supervision, support, and guidance to all Station Executive and Administrative Officers.
- Organizing all hiring, training, and supervision of all Station Executive and Administrative Officers.

Qualifications:

- Experience in community radio and/or community organization.
- Demonstrated ability to work with staff and volunteers.
- Displaying transparent and high-integrity leadership.
- An understanding of CRTC Rules and Regulations.
- Computer skills: word, excel, file transfer applications, basic layout and design, audio editing.
- Ability to prioritize tasks; to set and achieve clear goals.
- Open minded individual, creative thinker and excellent communicator.
- Progressive attitude, good stress management, multi-tasking and organizational skills.
- Post-secondary education is considered an asset.
- Prior experience in a similar leadership role is considered an asset.
- Conflict management experience and training is considered an asset.

Remuneration: 32 hours per week, \$32000 per year start, health & wellness benefits

Application Deadline: July 29th, 2019, 11:59pm

Application Instructions: Please submit a resume with three professional references, and cover letter to **president(at)ckxu.com**

CKXU 88.3 FM is an equal opportunity employer and does not discriminate based on gender, race, ethnicity, age, sexual orientation, or (dis)ability.

All are thanked for applying, but only those considered for an interview will be contacted.