



## Community Radio Training Coordinator CSJ 2018

Vancouver Co-operative Radio, CFRO, 100.5 FM is a non-profit, listener-supported, multi-lingual community radio station that has provided Vancouver with alternative public affairs, music, and arts programming since 1975. Located in the Downtown Eastside, Co-op Radio produces creative and engaging programming for communities whose voices are underrepresented in the mainstream media. Our organization is rooted in values of participation, co-operation, social justice, independence and community.

\$15.50 an hour

30 Hours a week

8-16 weeks

Contract Summer Position

The Community Radio Training Coordinator is responsible for developing and conducting training in broadcast regulations, while producing live and pre-recorded content in our studios - audio editing and recording (Audacity, Adobe Audition or other), control room operating, and producing PSAs, Podcasts, and Audio/Video Clips for Social Media Marketing.

This position is suitable for students in media, broadcasting, public relations, communications, journalism, community development, audio production, marketing and more!

If you want to spend the summer working in the studio with volunteers and customers of the station, conducting training workshops at various locations across the lower mainland, producing audio PSA's and Podcasts for broadcast, this is the job you have dreamed of!

### Responsibilities Include

- Training new volunteers at the station, customers, members of community organizations and festival attendees (across the Lower Mainland) in our existing training Modules including (but not limited to) Regulatory Compliance, Audio Production, Conducting Interviews, and Anti Oppression.
- Developing and adapting existing training modules for greater inclusion with an emphasis on Youth from Indigenous, Multicultural, LGBTQ2S+, People with Disabilities, and other diverse communities
- Recruit, Train and Coordinate Production Volunteers
- Produce live and pre-recorded content, including operating Control Room Board for shows, recording and/or editing audio PSAs (station / community sponsors), Podcasts (customers), and Audio Clips (Social Media Marketing)
- Upload and Manage on-air Traffic - PSA / PODCAST MP3 Files on Servers / Control Room Computers Social Media / Website
- Attend and oversee volunteer tabling opportunities at events and festivals including Surrey Fusion Festival, Vancouver Folk Festival, Vancouver Pride Parade and Dyke March, Caribbean Days, and more!
- Assist in live remote radio broadcasts, capture voices from the community, and file audio and video reports for broadcast and promotional purposes
- Sign up new Cooperative Memberships and Donors

- Other duties as directed by the Executive Director

Qualifications:

- Self-motivated, enthusiastic, reliable with a strong work ethic
- Experience with Audacity, Adobe Audition, Garage Band or other Audio Editing Software
- Experience presenting training workshops
- Experience developing training materials
- Strong verbal / body language communication skills
- Strong research skills and organizational skills
- Experience working with and coordinating volunteers an asset
- Experience with Face-to-face or other types of fundraising an asset
- Ability to work in loud environments such as music festivals
- Ability to work in a fast paced, loosely structured environment with minimal supervision
- Graphic design and layout experience is an asset
- Managing Web & Social Media pages on behalf of an organization an asset
- Experience working for non-profit, community organizations an asset
- Community radio experience and/or video experience an asset
- Ability to lift and carry equipment and materials at least 15 kg
- Possessing a valid driver's licence an asset but not essential

All applicants must be a full-time student during the preceding academic year between 15 and 30 and have the intention of returning to school full-time in the fall. International students do not qualify under this funding program. Please indicate how you meet these criteria in your cover letter.

The availability of this position is subject to funding

EMAIL YOUR COVER LETTER & RESUME

ed@coopradio.org

Please put "Summer Jobs Application TRAINING" in the subject line

We are hiring multiple people so there are different deadlines  
(We suggest you get in early!)

First Round: Application Deadline Friday May 4th (5 pm)

Second Round: Application Deadline Friday May 11th (5 pm)

Only shortlisted candidates will be contacted

Vancouver Co-operative Radio is an affirmative action employer. We welcome applicants from underrepresented groups including, but not limited to, Indigenous people, people of colour, trans and queer-identified people, people with disabilities and people with multilingual skills and backgrounds. This is a contract, funding-specific position and is not part of Unifor Local 3000.