

Job Opportunity
Simon Fraser Campus Radio Society
CJSF 90.1FM Radio

Community Outreach and Promotions

CJSF is the campus/community radio station located at Simon Fraser University in Burnaby British Columbia. CJSF broadcasts to the greater Vancouver area on 90.1FM and on the internet at <http://www.cjsf.ca>

Responsibilities:

- Promote CJSF to the surrounding off-campus communities.
 - Promote CJSF through participation and tabling at community events and festivals
 - Work with area community and cultural groups to establish a cooperative and cross promotional relationships with community events and festivals: specifically, Burnaby Blues Festival, Hats Off Day, Vancouver Folk Festival, Vancouver Pride Parade and Dyke March Latin Summer Festival and Caribbean Days.
 - Work with the Programming Assistant to organize **coverage of local community events and festivals.**
 - Coordinate the operation of information tables and/or live broadcasts from community events and festivals.
 - Recruit and coordinate volunteers to be involved in community outreach and promotional activities.
 - Meet with area community and cultural groups to inform them about programming and promotional opportunities available to them from CJSF. Investigate how CJSF might be able to better serve their needs.
 - Generate stories about CJSF special programming initiatives in local and regional media.
 - Assist with the creation of promotional materials targeted at off-campus community promoting CJSF programming and volunteer opportunities.
- Help to create a long-term promotional plan to increase awareness of CJSF and it's programming in the community.
- Assist with the video filming/production of community events and live music sessions
- Assist in developing and recruiting for an ongoing programs for and by persons with a disability, aboriginal youth and environmental sustainability
- Kids Summer Radio Camp
 - Work with the Programming Assistant to program and organize the CJSF Kids Summer Radio Camp
 - Act as a Camp Leader for the CJSF Kids Summer Radio Camp during August.
 - Promote the kids camp to Burnaby schools and through other libraries, community centers and other venues
- Other duties as directed by the Station Manager and Executive Committee.

Qualifications:

- Self-motivated, enthusiastic, reliable with a strong work ethic
- Strong research skills and organizational skills
- Experience working with and coordinating volunteers
- Ability to work in a dynamic, hectic environment with a minimum of supervision
- Experience working for non-profit, community organizations an asset
- Graphic design and layout experience is an asset
- Community radio experience and/or video experience an asset, but not necessary

Terms:

- 35 hours a week -- 16 weeks -- \$15.50/hour
- you must be a full-time student during the preceding academic year between 15 and 30 (though not enrolled in full-time studies during the summer session) 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***

PLEASE DELIVER OR MAIL YOUR RESUME AND COVER LETTER TO:

SIMON FRASER CAMPUS RADIO SOCIETY
TC 216, SIMON FRASER UNIVERSITY
BURNABY, BC V5A 1S6

or email to cjsfmgr@sfu.ca (please put CJSF Summer Jobs Application in the subject line)

APPLICATION DEADLINE: May 3rd 2018

- Please mark your resume to the attention of the Station Manager.

Only candidates who are shortlisted will be contacted

CJSF/SFCRS is an equal opportunity employer and does not discriminate on the basis of gender, race, ethnicity, age, sexual orientation, or (dis)ability. This position made possible by funding from Service Canada.