



JOB POSTING

Posted: October 30, 2017

DIRECTOR OF PROGRAMMING

Vancouver Co-op 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. Co-op Radio produces creative and engaging programming for communities whose voices are underrepresented in the mainstream media. We broadcast over 90 different programs produced by over 250 volunteer programmers.

We are looking for an innovative and organized individual to lead our programming into the next generation.

Reporting to the Executive Director, the Director of Programming is responsible for daily logistics of on-air programming and the recruitment, training, supervision and evaluation of volunteers / programmers.

About you

- You are passionate about community media
- You are an experienced trainer and facilitator who has the ability to develop and implement practical and engaging training for adult learners
- You are a resourceful and creative problem-solver with the organizational skills to manage policies and systems for volunteers with diverse needs
- You are a collaborative leader, with excellent boundaries
- You are a clear communicator who embraces a culture of feedback

Position Overview

- Manage, schedule and coordinate all on-air programming / volunteer programmers
- Ensure compliance with all broadcast regulations and station policies
- Manage volunteer communications and training programs
- Develop and implement strategies for department growth and improvement
- Facilitate the Programming Committee in areas of program development and assessment
- Preparing and submitting regular department reports
- Manage the digital music library
- Coordinating special projects assigned by the Executive Director
- Occasional on-air duties



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Specific Qualifications and Skills:

- Experience in managing staff and/or volunteers
- Strong understanding of values and operation of campus/community radio
- Experience producing radio an asset
- Familiarity with CRTC / broadcast regulations an asset
- Basic understanding of adult training and education principles
- Excellent organizational skills
- Technologically savvy and resourceful
- Experience with communications via multiple channels including social media
- Skills and/or training in conflict resolution an asset

Scope

- **REPORTS TO:** Executive Director
- **FTE:** 0.55 (20 hours per week)
- **WAGE:** \$24.44/hour with extended medical benefits
- **VACATION:** 5 Weeks
- **START DATE:** ASAP
- **Permanent Position:** within the Unifor (Local 3000) collective agreement

TO APPLY

Please submit, in one PDF, your cover letter and your resume, document labelled yourfirstname_yourlastname.pdf to ed@coopradio.org

Application Deadline: Wednesday November 22, 2017 at midnight

Some evening and weekend hours are required to accommodate board and membership meetings. Following a successful probationary period of 4 months the position includes a comprehensive extended benefits package and generous vacation entitlement.

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.

We thank all applicants; only short-listed candidates will be contacted.