



## **Job Posting: CKDU OPERATIONS DIRECTOR**

### **ABOUT CKDU**

CKDU is a non-profit campus and community radio station and student society based at Dalhousie University, serving listeners throughout Halifax. Our mandate is to provide an alternative to private and public broadcasters and serve as a forum for diverse and underrepresented voices and artists. The station broadcasts 24 hours a day, 365 days a year and is run by roughly 100 volunteers, a volunteer board of directors, and 3 core staff.

Dalhousie University and the offices of CKDU 88.1FM sit on unceded Mi'kmaq territory. We recognize the colonial impacts that rest within university spaces and hiring processes and work to address them. We welcome feedback as we do so. We are all Treaty people.

### **NATURE OF THE JOB**

The Operations Director works as part of a non-hierarchical staff collective to support programmers and other volunteers fulfill the mandate of the station.

The Operations Director is specifically responsible for administration, financial, and volunteer management at CKDU. This includes:

- developing and administering the operating and capital budgets;
- coordinating grant applications, donor campaigns, advertising and other fundraising; maintaining resources and office supplies;
- serving on the CKDU Board of Directors in a non-voting capacity to represent staff and guide the board;
- coordinating overall volunteer recruitment and support;
- reporting to and communicating with the Dalhousie and King's Student Unions, government regulators and external organizations;
- and working with the staff collective, committees and volunteers on station projects.

## **APPLICABLE SKILLS**

The Operations Director must know how to stay organized and 'take care of business'. They must be open to working as part of a non-hierarchical staff collective. They must be able to work independently, and be accountable to their co-workers, fellow board members, and station members.

### **Essentials:**

Ability or experience working with volunteers and/or volunteer boards

Ability or experience in financial management and administration

Strong written and verbal communication skills

Strong organizational skills

Experience with consensus-building

Effective interpersonal relationship skills

### **Assets:**

Understanding of campus/community radio, including CKDU's mandate and programming.

Experience with grant and donor-funded community organizations

Experience or skills in fundraising

Experience with or training in consensus decision-making and/or non-hierarchical structures.

*CKDU works with a wide range of community members. We expect all staff to uphold our commitment to welcoming each member into our station and supporting their needs and voice. This includes (but is not limited to) support for racialized, Indigenous, newcomer, trans, non-binary, and incarcerated programmers as well as programmers with access needs related to physical and mental health.*

## **HOURS & REMUNERATION**

This position could range from 28 to 32 hours per week with regular office hours and some evenings and weekends. Salary range is \$27000 to \$31000, with basic benefits through Dalhousie, and a competitive 6 weeks of paid vacation. Payroll is administered through Dalhousie, and is paid monthly. Ideal start date is sooner rather than later, but flexible.

## **APPLYING**

Submit a resume to the Operations Director Hiring Committee with cover letter by email:

[hiring@ckdu.ca](mailto: hiring@ckdu.ca) (SUBJECT LINE Operations Director)

or by regular mail:

Operations Director Hiring Committee

c/o CKDU - FM

6136 University Ave.

Halifax, NS B3H 4J2

**Application deadline: 5:00PM AST, Friday March 20, 2020**

Everyone is thanked for applying; however, only those selected for an interview will be contacted.

**CKDU strives to be an equal opportunity employer and strongly encourages applications from minority and under-represented groups.**

CKDU recognizes that access to jobs such as this is often limited for people from marginalized communities. We also acknowledge that lived experience can be as valuable as formal training, but harder to display in a job application. We encourage applicants to describe the unique contributions they, as individuals with diverse experiences, would bring to CKDU in their cover letter or resume.

**Please help circulate this job posting.**