



NCRA/ANREC
Membership Training Coordinator
Job Posting

Description:

The National Campus and Community Radio Association/ l'Association nationale des radios étudiantes et communautaires (NCRA/ANREC) is a not-for-profit group committed to volunteer-driven, non-profit, community-oriented radio across Canada.

We help campus and community radio stations get and stay on-air, help amplify under-represented voices, foster and celebrate compelling local grassroots radio, and connect stations so they can share their best ideas and better serve their communities. We currently have more than 85 members.

We are seeking a full-time Membership Training Coordinator for a new grant-funded program called "EHAAT: Estimated Health After Advanced Training."

The project's goals as they relate to this position include:

- facilitating a monthly webinar series and producing other web-based resources for NCRA members on topics including regulatory compliance, good governance, accessibility for people with disabilities, volunteer recruitment and retention, diversifying sources of revenue, and local programming;
- overseeing the development of a web app that will help promote and share NCRA members' programming;
- and helping amplify local, emerging and under-represented music through the creation of a music compilation featuring Canadian artists performing songs under a minute in length;

The ideal candidate has experience in the campus/community radio sector and/or independent music and/or other volunteer-driven organizations; has experience writing for the web and developing web-based projects; audio and multimedia production skills; is a self-starter, and is enthusiastic about joining an association that unites and serves campus and community radio stations across the country.

The Membership Coordinator will be based in Ottawa and work with and report to the NCRA/ANREC Executive Director. This position carries a term of 12 months with possible renewal, dependent on funding and performance.

Key Responsibilities:

- Communicate regularly with NCRA/ANREC members to share and promote their best work and help in the areas where they need more support and training;
- Facilitate monthly training webinars and develop related resource materials;
- Manage the development of a web-app showcasing NCRA members and their programming;
- Oversee the production of an independent music compilation;
- Foster membership growth and retention, including contacting prospective members, explaining services and resources available and determining needs and interests of non-member and member stations;
- Coordinate the administration of the NCRA/ANREC Community Radio Awards.

Other Shared Responsibilities:

- Represent the interests of the NCRA/ANREC's members to the public, CRTC, and other stakeholders;
- Work with our partners in the two associations that represent French-licensed community radio stations: l'Alliance des radios communautaires du Canada (ARC-C) and l'Association des radiodiffuseurs communautaires du Québec (ARC-Q);
- Moderate and facilitate online discussions on topics of importance to the membership;
- Help implement a social media and communications strategy.

Qualifications:

- Experience in community outreach, public education, communications and/or advocacy;
- Solid writing skills;
- Work or volunteer experience at one or more campus or community radio station in Canada is an asset;
- Diploma or university degree in a relevant field, or an equivalent combination of training and experience;
- Experience with web design and audio production preferred;
- Bilingual in written and spoken French and English is ideal.

Salary: \$35,000 per year + health benefits + three weeks paid vacation

How To Apply:

The NCRA/ANREC, in accordance with its Statement of Principles, encourages applications from under-represented communities, including women, Native peoples, people of colour, lesbians and gays, people with physical and mental disabilities, people living with HIV/AIDS, and people whose age, education, or economic status may be a barrier to employment. The NCRA/ANREC does not discriminate on the basis of race, sexual orientation, religion, age, ability, or class.

Please send resume and cover letter to:
NCRA/ANREC Membership Training Coordinator Posting
608-180 Metcalfe St.
Ottawa, Ontario
K2P 1P5
or email postings@ncra.ca
PDF attachments are accepted.

No phone calls please. Everyone is thanked for applying; however, only those selected for an interview will be contacted.

Closing Date:

Deadline for applications is midnight PT January 26th, 2015. We anticipate the position to begin by early February.