

Job Posting

Operations Director

CFUV 101.9 FM

University of Victoria Student Radio Society, Victoria, BC

www.cfuv.ca | www.cfuv.uvic.ca

CFUV
101.9 FM

About

CFUV 101.9 FM is a non-profit, volunteer-driven campus/community radio station located on the traditional, unceded, territories of the Songhees, Esquimalt, and WSÁNEĆ peoples and operates from the Student Union Building on the University of Victoria campus. CFUV aims to provide valuable resources, support, and opportunities to the diverse communities that exist in Victoria, BC.

CFUV is an equal opportunity employer who employs personnel without discrimination based on race, ancestry, place of origin, ethnic origin, language, citizenship, creed, religion, gender, sexual orientation, age, marital status, and physical and mental disability. We encourage applicants to self-identify in their applications. [Click Here](#) if you would like to use CFUV's self-identification form.

Position

The Operations Director is responsible for the recruitment, coordination, and support of CFUV's volunteer base and the promotion of CFUV through partnership with diverse, like-minded community groups and organizations.

This position is a full-time, continuing position reporting to CFUV's Station Manager.

Tasks and Responsibilities

- Coordinate volunteers:
 - Recruitment and training of new volunteers
 - Retention and recognition of existing volunteers
 - Development of volunteer resources and opportunities
 - Analysis and interpretation of volunteer data to implement targeted recruitment strategies
- Promote CFUV opportunities and activities within the community
- Oversee CFUV's annual funding drive
- Oversee and support the production and distribution of several CFUV funded podcasts
- Supervision of part-time and student employees as needed
- Other duties as assigned

Qualifications

- Excellent written and verbal communication skills
- Administrative, analytical, and project development skills
- Experience coordinating volunteers
- Demonstrated ability to manage multiple projects and consistently meet deadlines
- Ability to work and make decisions independently and in collaboration with others
- Ability to work effectively with a diverse population
- Ability to mentor and motivate both volunteers and coworkers
- Conflict resolution, interpersonal, and management skills

Assets (beneficial but not required):

- Previous experience in the Campus & Community Radio or non-profit sector
- Previous fundraising experience
- Previous grant-writing experience
- BC Drivers License (class 5)
- Basic Graphic Design experience
- Audio Equipment and tech experience
- Promotional and outreach experience
- Commitment to developing ongoing professional knowledge and skills.

Terms

Full time: 35 hours/week (Mon-Fri, 9AM-5PM), occasional evening and weekend work as required.

Starting Salary: \$34,055 per annum (probationary rate).

Probation period: 3-months.

Benefits: 2 weeks (10 days) paid vacation plus extended medical and dental coverage

Anticipated Start Date: Immediate

A criminal record check is required upon hiring, at the employee's expense. Upon completion the employee will be reimbursed for the criminal record check fee.

How to apply

Please email a cover letter and resume to manager@cfuv.ca or submit application materials through [CFUV's self-identification form](#).

CFUV thanks all applicants, but please note that only those selected for an interview will be contacted. Please no phone calls, drop-ins, or printed resumes.

Closing Date: Friday, July 2nd, 5PM PST