

Program Director

Organization Name: CFUR 88.7

Location: Prince George, BC

Closing Date: June 30th, 2013

Description:

CFUR is a non-profit, volunteer based campus community radio station that broadcasts from the University of Northern British Columbia. Reporting to the Station Manager, the Program Director works as part of a team and is expected to be involved and take responsibility in many areas of the station's operations. The successful applicant would be responsible for all of the Station's programming activities. The position requires a time commitment of at least 10 hours per week and a monthly stipend of \$500 will be given. This position has the potential to become full-time if funding is available.

Job Description (not limited to):

1. Managing and coordinating CFUR programming
2. Working with Board of Directors in areas of program scheduling, assessment and development
3. Aiding in volunteer activities, training and integrating new volunteers into the station
4. Coordinating special projects assigned by the Station Manager
5. Assisting the other staff with general station tasks (equipment maintenance, training, etc.)
6. Scheduling advertising and ensuring contract compliance

Desirable Qualifications:

1. Experience in working with campus/community radio
2. Excellent written and oral communication skills
3. Excellent organizational and interpersonal skills
4. Knowledge of CRTC policy and regulations
5. General familiarity with technical needs of radio stations
6. Excellent computer skills (Mac and PC), website management and building skills would be an asset
7. Experience working with and directing volunteers
8. Familiarity with the UNBC and Prince George
9. Willing to work flexible hours and weekends

How to apply:

Please send your resume and cover letter to CFUR Station Manager, Fraser Hayes (fhayes@cfur.ca). Make sure the subject line reads: 'Program Director Application'. Only those selected for an interview will be contacted.