

Job Opportunity
Simon Fraser Campus Radio Society
CJSF 90.1FM Radio
Programming Assistant

CJSF is the campus/community radio station located at Simon Fraser University in Burnaby British Columbia. CJSF broadcasts to the greater Vancouver area on 90.1FM and on the internet at <http://www.cjsf.ca>

Responsibilities:

- To research, develop and produce self-sustaining special events programming related to significant social issues (For example: Aboriginal Heritage Day, Pride Week and Youth-focused programming)
 - CJSF provides extensive and focused coverage of important social issues on specific days/months of the year known as special programming. The Programming Assistant will assist with the organization of special programming and be responsible for developing programming for special events happening during the summer and later in the year.
 - May - Asian Heritage Month, Jun. 21 - Aboriginal Heritage Day, August 4– Pride, Aug. 10 - Prisoner's Justice Day
 - Other special programming which the Programming Assistant will be developing programming for includes: February - Homelessness Marathon, February - Black History Month, March - Women's History Month, Mar. 8 - International Women's Day, Apr. 22 - Earth Day, Dec. 1 - World AIDS Day, Dec. 3 - World Disability Day, Dec. 6 - National Day of Remembrance for Violence Against Women, Dec. 10 - International Human Rights Day
- To encourage traditionally marginalized people (such as **First Nations peoples, peoples with disabilities, queer, street youth, etc.**) to participate and volunteer at CJSF including producing programming
- Assist in developing & recruiting for an ongoing programs for and by persons with a disability, aboriginal youth and environmental sustainability
- Kids Radio Camp
 - Work with other staff and volunteers to program and organize the CJSF Kids Summer Radio Camp
 - Act as a Camp Leader for two CJSF Kids Summer Radio Camps during August.
- Assist with the video filming/production of community events and live music sessions
- To assist with community outreach activities and activities promoting CJSF to the community
- To participate in and assist with programming and promotional activities to increase awareness of CJSF and its programming
- Help organize CJSF's participation the annual Pride Parade in August.
- Ensure that CJSF's programming adheres to CRTC regulations
- Other duties as directed by the Station Manager and Executive Committee

Qualifications:

- Self-motivated, enthusiastic, reliable with a strong work ethic
- Strong research skills and organizational skills
- Knowledge of community resources and organizations
- Ability to work in a dynamic, hectic environment with a minimum of supervision
- Experience working for non-profit, community organizations an asset
- A valid driver's license will be an asset.
- Community radio experience and/or video experience an asset, but not necessary

Terms:

- 35 hours a week
- **16** week contract
- \$15.50/hour
- you must be a full time student during the preceding academic year, between 15 and 30 (though not enrolled in full-time studies during the summer session) and have the intention of returning to school full time in the fall. International students do not qualify under this funding program. Please indicate how you meet these criteria in your cover letter.
- ***The availability of this position is subject to funding***

PLEASE DELIVER OR MAIL YOUR RESUME AND COVER LETTER TO:

SIMON FRASER CAMPUS RADIO SOCIETY
TC 216, SIMON FRASER UNIVERSITY
BURNABY, BC V5A 1S6

or email to cjsfmgr@sfu.ca (please put CJSF Summer Jobs Application in the subject line)

APPLICATION DEADLINE: May 3rd 2018

Only candidates who are shortlisted will be contacted

CJSF/SFCRS is an equal opportunity employer and does not discriminate on the basis of gender, race, ethnicity, age, sexual orientation, or (dis)ability. This position made possible by funding from Service Canada.