

# Radio Station Manager

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**Organization Name:**

San Lorenzo Latin American Community Centre – CHHA 1610 AM

**Location:**

Toronto, Ontario

**Description:**

San Lorenzo Latin American Community Centre (SLLACC) – CHHA 1610 AM – is hiring for the position of a full-time RADIO STATION MANAGER. The salaried position requires a minimum of 37.5 hours per week.

CHHA is a nonprofit, ethnic, Spanish-language community radio station. We provide information programming and music not offered by mainstream commercial media to a predominantly Spanish speaking Latin American community in the Greater Toronto Area. We serve people and groups within the community who are under-represented by mainstream media. CHHA provides alternative coverage of every genre and perspective with a mandate to support niche programming and Canadian and local Spanish speaking, Latin American artists.

**GENERAL JOB DESCRIPTION:** The Radio Station Manager, who must be fluent in English and Spanish, and experienced in community radio, is ultimately responsible for all aspects of the radio station operations and acts as the liaison between the administration, the Corporation, the CRTC, the Federal, Provincial, and Municipal governments, the NCRA, and the Spanish Speaking community. The Radio Station Manager leads a small team of employees and a large volunteer base in the day-to-day operation of CHHA. The Radio Station Manager works under the direction of the Board of Directors for SLLACC and the Executive Director. They act as a liaison with the administration, advertisers and regulators.

**Duties include:**

- Management and oversight of all aspects and operations of CHHA.
- Responsible for all aspects of production and content of programming on the radio station
- Ensuring that all staff and volunteers are informed of and comply with current CRTC/CHHA regulations and policies.
- Maintains and upholds requirements of the CRTC license for an ethnic community radio.
- Reporting requested aspects of the operations to the CRTC annually and as directed throughout the broadcast year.
- Assists in financial issues, revenue generation including advertising and licensing compliance issues
- Oversee the maintenance of logs and scripts as per CRTC regulations for all radio hosts
- **Oversee all radio programming in terms of on air content: news, information; alternative viewpoints; music of Canadian and local talent etc.**
  - Hiring, training, supervision, and termination of all volunteers.
- Oversee any major projects initiated by the Corporation.
- Assist in the planning of an annual budget.
- Monitor expenses and keep them within the limits of the annual budget.
- Enforcing and maintaining records of employee files with regards to work logs, written warnings, performance reviews, etc.
- To coordinate annual staff evaluations.
- To consult with technical experts on a regular basis to discuss station audio, office, computer and transmitting equipment with regards to maintenance, upgrades, etc.
- The ordering of equipment and replacement parts in co-ordination with the relevant technical experts.
- To organize the maintenance of the station website/ web and social media presence and all the services provided therein.
- To organize CHHA's annual radio anniversary event.

**Qualifications:**

- Fluency in English and Spanish.
- Proven experience in community radio management.
- A proven ability to understand, uphold, and comply with CRTC guidelines.
- A proven ability to meet deadlines revolving around regulatory commitments at the local, provincial, and federal level.
- Demonstrated experience and knowledge of community radio.
- Experience using a variety of programming technology: Traffic light, Zara, Jutebox etc.
- The ability to represent programmers across cultural and political spectrums.
- Successful grant-writing experience.
- Demonstrated staff and volunteer management experience.
- Experience with mediation and/or conflict resolution.
- Experience dealing with matters of human rights, harassment, libel, and malice.
- Experience in journalism and new media.
- Strong organizational and time-management skills.
- Advanced computer and radio/audio production skills.
- Excellent interpersonal, communication and listening skills.
- Postsecondary degree/diploma in broadcasting

\*Please be advised that the successful candidate will be required to complete a police record check and will be reimbursed for all costs related to this check prior to the beginning of the job contract. The CHHA Board of Directors retains the right to withdraw any offer of employment should the candidate be unable to provide the police record check, or if the police record check gives the CHHA Board of Directors just cause to withdraw the offer of employment. Likewise, if the police record check makes the candidate ineligible to act as signing officer, CHHA's Board of Directors reserves the right to withdraw the job offer.

Only qualified applicants selected by the hiring committee will be contacted for an interview.

CHHA is an anti-sexist, anti-racist, anti-homophobic organization committed to diversity and equity. We strongly encourage applications from all visible and non-visible minorities.

**Salary:**

SALARY: \$41,600- \$46,800 to start, depending on experience.

**Terms:**

TERMS: 37.5 hours per week (with some work on weekends and evenings, specifically involving the Radio Anniversary Gala).

**How to Apply:**

Please apply via e-mail to: [lmcglade@sanlorenzo.ca](mailto:lmcglade@sanlorenzo.ca). Please include your resume and cover letter as part of your application. If you have received a security clearance within the past three months, please include a copy of this as well. The deadline for applications is Friday, May 11, 2018 at 5 pm.

**Closing Date:**

Thu, 2018-05-11