

**Organization Name:** Local 107.3 FM (CFMH), Campus Radio Saint John Inc.

**Location:** Saint John, New Brunswick

**Description:**

Local 107.3 FM (parent company: Campus Radio Saint John Inc.) is hiring a Volunteer Support Coordinator with support from the CRFC's Radiometres program. This position offers a high-level of flexibility but also requires an individual that can provide necessary evening and weekend support.

Local 107.3 FM is a non-profit volunteer-driven campus-based community radio station located on the UNB Saint John campus.

**Primary Duties:**

- Developing resources for volunteer support (Handbooks, guides, manuals)
- Updating and improving current training procedures and methods
- Developing and conducting advanced skills workshops for programmers
- Instituting a volunteer mentorship program
- Digitizing the archive of older local music and creating a program centered around that history.
- Supporting the radio station in all events, fundraisers, and community engagements.

**Qualifications:**

- Excellent interpersonal skills
- Strong written and verbal communication skills
- Strong planning, organizational, and time management skills
- Previous C/C Radio or Non-Profit experience would be an asset

**Salary:** \$12/Hour, 35 hours/week

**Contract Length:** October 16th - April 6th, 2018 (28 Weeks)

**How to Apply:**

Interested applicants should send cover letter and résumé to the attention of Station Manager, Glen Swarnadhipathi, to [jobs@cfmh.ca](mailto:jobs@cfmh.ca).

**Closing Date:**

Monday, October 9th