



CiTR 101.9 FM & Discorder Magazine

LL 500 - 6133 University Blvd. Vancouver, B.C. V6T 1Z1

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CiTR & *Discorder* are hiring an Administration Coordinator!

CiTR 101.9 FM is the broadcasting voice of the University of British Columbia, beginning as a student club in 1937, and gaining not-for-profit status and a place on the FM dial in 1982. Run by the Student Radio Society of UBC, CiTR is a campus-based, student-driven community radio station, with a small staff and over 400 volunteers. CiTR offers alternative coverage of every genre and perspective, with a mandate to support niche programming, local and Canadian and artists and underrepresented voices. Each week, 100+ locally produced programs are broadcast on 101.9fm in seven different languages, with live streaming and podcasts at citr.ca. Since 1983, CiTR has also published *Discorder Magazine*, providing monthly coverage of the local music and arts scene, with 8,000 copies distributed around Vancouver. CiTR also runs an annual fundraising campaign, raising over \$40,000 in February/March through an on-air telethon.

CiTR 101.9 FM is seeking an Administration Coordinator to assist the Station Manager and other staff with routine office duties, including financial management, invoicing, mailing, and office management. The Administration Coordinator will help with *Discorder* distribution when needed.

Tasks and Responsibilities

- Support for the annual fundraising campaign, Fundrive, including ordering merchandise and prizes, cleaning up donor contact information, tracking donors and donor prizes, mailing prizes using the mail machine, and following up on unpaid pledges;
- Invoice *Discorder* advertisers each month and mail the magazine to advertisers, subscribers, record shops and libraries;
- Help with archiving;
- Manage invoices, reimbursements, and deposits;
- Manage inventory for the vending machine;
- Provide support in other departments, including data entry and mailings.

The ideal candidate will be motivated, organized, detail oriented and professional. Experience with bookkeeping and administration are assets. The ideal candidate should have basic computer skills, and an interest in media, publishing and community engagement. Proven ability to work with diverse communities of students is an asset. Training is provided. Leadership and volunteer experience are valued highly.

Terms of Employment

HOURS: This position is for 7 hours per week WAGE: \$15/hour

IDEAL START DATE: Friday, July 5, 2019

END DATE: This is a short term position ending October 2019, which may be continued dependent on funding and applicant eligibility.

The Student Radio Society of the University of British Columbia is an equal opportunity employer that encourages applicants from underrepresented groups.

To apply, email a resume and cover letter to Ana Rose Carrico, Station Manager, at stationmanager@citr.ca.

The deadline to apply is Friday, June 21, 2019.