



CiTR 101.9 FM & Discorder Magazine

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

604.822.1242 citr.ca discorder.ca

CiTR is hiring a Social Media 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 450+ volunteers. CiTR offers alternative coverage of every genre and perspective, with a mandate to support niche programming, local and Canadian 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.

The Administration Assistant will be responsible for assisting the Station Manager and other Staff with routine office duties.

TASKS AND RESPONSIBILITIES:

- Updating the membership database
- Photocopying
- Invoicing clients
- Submitting cheque requisitions
- Monitoring our invoice, payment, and fundraising software
- Preparing mailouts
- Developing contact lists
- Data entry
- Manage inventory of the vending machine
- Assisting with Discorder distribution
- In addition, the student will provide support for the annual fundraising campaign including ordering merchandise and prizes, cleaning up donor contact information, tracking donors and donor prizes on a large spreadsheet, mailing prizes using the mail machine, and following up on unpaid pledges.

JOB REQUIREMENTS:

The ideal candidate will have:

- Experience with bookkeeping and administration an asset
- Excellent written and verbal communication skills
- Motivated, creative, and organized
- The candidate will be expected to show initiative and ability to prioritize to ensure that projects are completed are completed according to the schedule outlined at the beginning of employment
- Basic computer skills
- Professional and detail-oriented
- Proven ability to to work with diverse communities an asset

CiTR has a commitment to collective governance, anti-oppressive practices, and holding space for those that are underrepresented in the mainstream media. The ideal candidate will have an understanding of social justice and an



CiTR 101.9 FM & Discorder Magazine

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

604.822.1242 citr.ca discorder.ca

intersectional approach to issues, and a desire to foster a welcoming and collaborative working environment. We welcome applicants at any level of university or college education.

This is a UBC Work Learn position. Only current UBC students with a valid student ID number are eligible for this job.

Hours: 10 hours per week, for a total of 300 hours annually.

Salary: \$15.46 per hour

Position Start Date: Mid September, 2020

To apply, send a cover letter and resume to CiTR Manager and Discorder Publisher Ana Rose Carrico at stationmanager@citr.ca.

Deadline for applications is Thursday, September 3, 2020.