



CiTR 101.9 FM & Discorder Magazine

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Programming & Community Engagement 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. CiTR offers students and community members a variety of services which include broadcast and multimedia training, promotional support, live on location coverage of events and much more.

POSITION DESCRIPTION

The Programming and Community Engagement Coordinator will be responsible for supporting special programming and live broadcasts, producing public service announcements and ads for our community partners, and assisting with campus and community outreach and accessibility.

TASKS AND RESPONSIBILITIES

1. Produce public service announcements & advertisements for local community events, festivals and non profit groups and organizations including public service and safety announcements. Ensuring the facilitation and training of volunteers in the process.
2. Work with CiTR's Programming Manager to organize special programming and develop content around special programming initiatives (i.e., Asian Heritage Month, National Indigenous People's Day, Pride Programming, etc.) This includes organizing volunteer producers, organizing interviews and in studio performances, editing radio pieces, and event promotion.
3. Work with our Programming Manager to plan and organize live remote broadcasts and streaming events. This includes coordinating prepared content and interviews with organizers, organizing on-site gear tests, and facilitating volunteer involvement and training.
4. Assist the Spoken Word Coordinator in offering production support to programmers and volunteers in the Spoken Word department.
5. Assist the Programming Manager with training of CiTR programmers, supporting a diverse group of people that identify with a variety of religions, cultures, ages, gender identities and expressions, races, colours, mental and physical abilities and sexual orientations.

JOB REQUIREMENTS

The ideal candidate will be motivated, creative and efficient, with great problem solving skills. They will have skills, experience or interest in broadcasting, journalism, sound editing, creative writing, advertising, community engagement, training and/or working with youth. Proven ability to work with diverse communities is an asset.

HOURS: This position is for 17 hours per week for 16 weeks.

WAGE: \$14.60/hour

START DATE: Monday, October 26, 2020

The Student Radio Society of the University of British Columbia is an equal opportunity employer that encourages applicants from underrepresented groups. Preference will be given to those who self identify as members of marginalized communities. The position is funded through Canada Summer Jobs. To be eligible for this position, the candidate must be between 15 and 30 years of age, a Canadian citizen, permanent resident or protected refugee, be legally eligible to work in Canada, and not have another full-time job (30+ hrs/week).

To apply, send a resume and cover letter to Ana Rose Carrico, CiTR Manager & *Discorder* Publisher, at stationmanager@citr.ca by **Friday, October 16**.