



**CiTR 101.9 FM &
Discorder Magazine**

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CiTR is hiring a Community Engagement Coordinator

CiTR 101.9 FM & *Discorder Magazine* is the broadcasting voice of the University of British Columbia, beginning as a student club in 1937, gaining not-for-profit status and a place on the FM dial and founding *Discorder* 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 Promotions Coordinator will be responsible for coordinating and supporting CiTR's promotional activities and community engagement throughout the summer.

Start date: June 6, 2022

End date: Sep 3, 2022

Wage: \$16.16 an hour for 35 hrs/week

TASKS AND RESPONSIBILITIES

Promotional support:

1. This includes negotiating partnership agreements and delivering on our promotional commitments including on-air, web, and social media promotions with a focus on the development of promotional partnerships with traditionally underrepresented groups including Indigenous communities, LGBT2SQIA+ groups, visible minorities, new immigrants, and more, in addition to continuing the partnerships we already have.
2. Renew and recruit sponsors for Shindig, CiTR's annual battle of the bands competition, and the Victory Square Block Party, CiTR's annual one day music festival.
3. Renew and recruit partnerships for the station's Friends of CiTR program.
4. Assist the station staff in securing donors for CiTR's annual fundraising drive in February.
5. Develop a promotional campaign to recruit new UBC student members.
6. Writing advertisement and public service announcement scripts from press releases or event listings.

Audio support:

1. Support the Programming Manager in the organization of live remote broadcasts of community events and festivals.
2. Support the Programming Manager in developing content around special programming initiatives (such as Pride Week, and National Indigenous People's Day).
3. Assist the Spoken Word Coordinator in the facilitation of CiTR's summer educational sessions (a week long summer radio camp for youth ages 11-15 and a yearly audio collaboration with the UBC Museum of Anthropology's Native Youth Program).
4. Producing public service announcements and ads for broadcasting.
5. Training volunteers to use our audio editing software.
6. Providing production support to volunteers.

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 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. **You must be a Canadian citizen aged 15-30 to be eligible for this position.**

The candidate will receive one on one training and mentorship with our Volunteer Manager and Advertising Coordinator in all promotional aspects of the station. The candidate will finish their employment at CiTR with direct experience in marketing, new media, copy writing and editing, and community engagement. The Promotion and Advertising Assistant will leave their position with a strong idea of the inner workings of a media and not for profit organization from a marketing perspective.

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

Deadline to apply is Friday, May 27, 2022