



KHOL seeks Community Affairs Director

JOB DESCRIPTION

Station Mission: KHOL is Community Radio for the greater Jackson Hole area. KHOL's mission is to educate and inform listeners through a diversity of locally curated music and views that challenge people to explore new ideas.

Job Summary: The Community Affairs Director is responsible for producing the community affairs programming of the station, including but not limited to: recruiting and scheduling interview candidates, sculpting appropriate questions, and ensuring FCC compliance of community affairs programs at all times.

Position Goals: KHOL's Community Affairs Program will build audience, create engagement with listeners and create compelling radio segments that illustrate and explore the values of the Jackson community. All content will be created with a focus on community involvement, timeliness, locality, human interest and consistency.

Essential Duties:

- Coordinates and schedules daily community affairs features programs for live on air segments and re-broadcasts.
- Creates an average of 7-10 weekly pieces, each with a 7-9 minute target airtime. On certain occasions one interview can be split into two features.
- Edits these features with Adobe Audition for KHOL archival and rebroadcasting purposes.
- Creates public service announcements. This includes evaluating online PSA submissions for entry into the PSA box, collecting PSAs from outside sources not submitted online, and maintaining the PSA box in the air studio.
- Coordinates with community interview partners to create regular weekly features. (These partners include but are not limited to Wyofile, The Center of Wonder, and Pass Ambassador Jay Pistono.)
- Works with Station Manager and board members to evaluate program relevancy for community taste and station mission.
- Prepares and files Quarterly Programs/Issues Reports into Public File as required by the FCC.

Other Duties:

- Creates written community calendars with relevant events to be read by DJs Monday through Friday.
- Creates other supplementary notices including “Animal Spotlight”, “Teton Pass Updates”, etc.
- Facilitates posts of recent community features programs to our Soundcloud page, and advises Assistant Station Manager accordingly for website updating purposes.
- Reports broadcast equipment and computer malfunctions to Station Manager
- Assists with office operations: answering the phone, public relations, etc.
- Attends designated staff meetings
- Seeks regular feedback from Station Manager and station board on programming
- Maintains an organized folder for all interviews conducted on Production Computer
- Backs up all KHOL Community Features programming (final edits) to KHOL Archive drive
- Maintains list of interviews and contact information for relevant individuals and organizations, and contacts them in advance of fundraising efforts, especially biannual pledge drives.
- Produces a portion of the recorded promotions for KHOL programs and membership drive, including underwriting spots as needed.
- Must be available for all hours of KHOL’s bi annual membership drives.

Knowledge, Skills, and Abilities:

- Ability to prioritize tasks and practice effective time management
- Knowledge of station equipment
- Ongoing familiarity with FCC rules and regulatory requirements
- Strong verbal and written communication skills
- Computer skills- particularly Word, Excel, Adobe Audition and BSI Simian
- Community radio and/or nonprofit experience a plus

Reports to: Station Manager

Requirements:

- A commitment to KHOL’s mission, and understanding of the Community Affairs Director position goals.
- Bachelor’s Degree or commensurate experience in a related field such as public broadcasting, non-profit work, or related media.
- Excellent interpersonal and communication skills and a proven ability to work collaboratively with paid and volunteer staff.

Compensation: This is a half time position, paid hourly, DOE.

To apply: Email a resume and letter of intent to info@jhcr.org with Community Affairs Director Position in the subject.