



JOB DESCRIPTION FORM

Job Title	Promotions/Programming Assistant
Station/Location	Spirit 88.9 & 100.1/Visalia
Reports To	Program Director
Classification	Nonexempt <input checked="" type="checkbox"/> or Exempt <input type="checkbox"/> (attach FLSA worksheet)

Status: ☐ Full Time ☒ Part Time ☐ P/T Support ☐ Temporary

Working Days: ☐ S ☐ M ☐ T ☐ W ☐ T ☐ F ☐ S ☒ Varies

****Outside events and promotions will require some weekend and evening work**

Hours Per Day: Flexible schedule: 4-8 hours per day **Hours Per Week:** 20

Pay rate: TBD by experience but starting wage \$15 per hour.

Travel Required: ☒ Yes ☐ No If yes, what percentage of time? Varies

This is the perfect role for someone interested in starting a career in communications/radio. The Promotions/Programming Assistant is responsible for being connected to the community through various events representing the radio ministry. The team member will be working with direction from the Program Director and GM to implement promotions alongside other Spirit staff. This role will also be trained in radio programming and assist the programming director in various tasks.

Essential Duties and Responsibilities

1. Create, establish, and implement a social media posting plan that is consistent with the message of Spirit Radio.
2. Plan, coordinate and communicate all aspects of station-related promotions. It includes engaging people in a professional manner that is consistent with the core values of the organization.
3. Learn the ins and outs of radio programming and assist the programming director with assigned tasks.
4. Dependent on skill set, this role may lead to on air time in various forms.
5. All other duties as assigned.

Job Qualifications and Requirements

Character and Spiritual:

Solid personal relationship with Christ; Character as exemplified by the Fruit of the Spirit; Integrity. Teachable. **We are looking for someone who meets the core values of our team: Teamwork, Communication, Trustworthy, Innovative, and does their work with Joy is who we are looking for.**

Knowledge and Experience: This is an entry level position that requires the right person and fit with the current team. Radio experience is not necessary as training is available. Are you a people person who likes to get stuff done? This job is for you! Must have a valid driver's license and a clean driving record (insurable).

Preferred: Windows and Microsoft Office (Word, Outlook, Photoshop), Excel and Powerpoint; Comfortable with Social Media platforms and creating/implementing a promotional social media strategy.

Additional Skills, Abilities, and Special Gifts/Talents:

This position requires the on-going ability to be able to lift items in excess of 25 pounds.

Completed By: Nic Ferguson

Title: General Manager

Date: May 12, 2021