



JOB DESCRIPTION FORM

Job Title	Community Engagement Lead
Station/Location	Spirit 88.9 & 100.1/Visalia
Reports To	General Manager
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:** 20-30

Pay rate: TBD by experience

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 Community Engagement Lead 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 promotion 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: Do you like working as a team? Have you been complimented on your ability to communicate? Like working with other trustworthy people? Get bored when you don't have the chance to be**

innovative? Want to like the people you work with? If you answered Yes to all, then apply today!

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.

Further Detailed Expectations

1. Scheduled posts for social media daily. There should be a weekly rhythm to the posts i.e. sponsor promo, station promo, new artists, etc.
2. 1 community engagement event a week that is assigned or self-initiated.
3. Attend weekly staff meeting.
4. Meet regularly with Program Director or General Manger for scheduling/tasks.
5. Build a volunteer team to help support the team at events.

To apply:

1. Download an application at [Spirit889.com/jobs](https://spirit889.com/jobs) or clicking here: https://spirit889.com/docs/Spirit_Application_2021.pdf
2. Send application and resume to spirit@spirit889.com