

# SPIRIT

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

## Working Conditions

Status:  **Full Time**  Part Time  P/T Support  Temporary

Working Days:  S  **M**  **T**  **W**  **T**  **F**  S  **Varies**

\*Events and promotions will require weekend and evening work.

Hours Per Day: 8 Hours Per Week: 40

Travel Required:  **Yes**  No If yes, what percentage of time? **10-15%**

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## Mission

**“I pray that God, the source of hope, will fill you completely with joy and peace because you trust in him. Then you will overflow with confident hope through the power of the Holy Spirit.”**  
**Romans 15:13 NLT**

For over 30 years, Spirit has been an integral part of the fabric of the Central Valley, from Bakersfield to Fresno. God continues to position Spirit in the epicenter of the faith community as a voice of hope. Spirit has had the privilege of being woven into countless stories of restoration, redemption, and salvation through Jesus Christ. Every day, over 125,000 people listen, read, scroll, view Spirit through radio, social media, website, app, or conversations with friends and family. We are humble and grateful for the opportunities God has given Spirit to be a part of the everyday for so many throughout the Central Valley.

Our mission has not wavered since 1992, the focus of stewarding the Gospel of Jesus through media throughout the Central Valley only intensifies as the need for Jesus in the lives of our cities and

communities become greater. We believe Jesus is the “**Hope for the Valley**” and we are committed to seeing lives changed through the ministry of Spirit.

### **Physical working conditions (workspace, etc.)**

Work space and general office space to be kept clean and free of clutter. Decorations and changes to either space, must be in line with overall “brand” of Spirit and approved by Executive Director because of public access and visibility.

### **Purpose**

The Program Director will be responsible for leading and/or collaborating with other departments on all aspects of the radio including on-air content, events, promotions, contesting, and digital presence. Will have proven leadership and management skills, strategic thinking skills and the ability to communicate a clear vision while motivating and inspiring those around them. Experience with talent coaching and success managing in a medium to major market morning show is of critical importance. Other necessary required skills include event management, image copy writing, a deep knowledge of branding/imaging and understanding effective engagement. This position will require a healthy working relationship employees, representatives, and contractors of Spirit.

### **Essential Duties and Responsibilities**

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| <ol style="list-style-type: none"><li>1. Uphold the values and beliefs of Spirit as Christ centered organization.</li><li>2. As Program Director of Spirit, both personal and professional image/persona, must be in line with the biblical values and beliefs of a Christ follower.</li><li>3. When prompted, willingness to listen, pray, and empathize with listeners, partners, and general public.</li><li>4. Along with Executive Director, responsible for all content that is communicated through radio, public appearances, and interviews directly involved with content related to Spirit.</li></ol>                            |
| <ol style="list-style-type: none"><li>5. Consistently produce content that is relevant and in line with the demographic, mission, and vision of Spirit.</li><li>6. Extensive knowledge of FCC broadcast rules and regulations; knowledge of federal, state and local contesting rules and regulations.</li><li>7. Demonstrated ability to use tools to gather and analyze ratings data, make business decisions based on analysis; sound judgment and quality decision-making skills</li><li>8. Extensive knowledge of Diary data analysis; working knowledge of RCS products (Zetta) with the ability to learn new technologies.</li></ol> |
| <ol style="list-style-type: none"><li>9. Knowledge and appreciation of excellent on-air performance, familiarity with radio programming.</li><li>10. Excellent team leadership and delegation skills, including motivation of staff; can set outcomes &amp; expectations, provide honest feedback and manage performance</li><li>11. Seek out learning and growth opportunities through continued education, seminars, conferences, and various learning environments that support the professional growth of position.</li></ol>   |
| <ol style="list-style-type: none"><li>12. High degree of planning and organizing skills; can multi-task and meet specific deadlines.</li><li>13. Flexible, creative, and innovative in using technology to deepen listener relationships.</li></ol>   |
| <ol style="list-style-type: none"><li>14. Superior oral and written communication skills; excellent grammar; can adjust communications style based on audience needs.</li></ol>   |

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| 15. Oversee and execute on-air traffic scheduling of content, including coordinating production orders received from other departments via Monday.com, assigning them for production, and scheduling the finished spots using Natural Log and Zetta, and making sure all agreements are followed through |
| 16. Oversee mentions sheets for all on-air hosts on a weekly basis that include station highlights, promotions, and talking points.  |
| 17. Entrepreneurial and assertive in meeting goals   |
| 18. Position may perform tasks not listed here, based on the needs of each position and Executive Director.  |

## Supervisory Responsibilities

Does your position include any employee supervision?  Yes  No

If yes, expectations of a supervisor and responsibilities.

- Respect for others and a strong belief that others should do this in return.
- Demonstrated initiative and achievement-oriented leadership.
- Ability to delegate and manage others effectively, especially in times of complexity or conflict.
- Growth mindset and desire for continued knowledge sharing and learning.
- Understanding impact of position and team's outcomes.
- Industry insights that contribute to meeting organizational objectives.
- Ability to solve technical and operational problems and troubleshoot in a timely manner.
- Ability to identify and support new opportunities for continued improvement.
- Comfort interacting with individuals of all levels.
- Effective communication skills and the ability to build team trust.

## Character and Spiritual:

- A teachable spirit, with a desire to grow in your faith and abilities.
- A team player who is personable and authentic.
- A follower of Jesus' example, be the greatest servant as part of the body of Christ.
- A disciple of Jesus before any other role.
- A person who can laugh at themselves and let things go.

## Calling:

- A strong walk with God through a growing relationship with Jesus Christ as evidenced by actions, attitudes, and relationships.
- A desire to serve the Body of Christ and its Leadership
- Belief in and support of the mission and vision of Spirit

## Knowledge and Experience: (degrees, certifications, software, work experience):

- Minimum 3 years of programming management experience in Contemporary Christian Music
- Proficiency in interpreting ratings data.
- Tangible success with a content driven, local morning show.
- Outstanding verbal and written communication skills.
- Excellent interpersonal skills.

- Computer skills delivering audio and automations systems (Zetta, Adobe Audition, etc.)
- Extensive digital experience for the purposes of delivering content on various platforms.
- On-air experience, and experience operating all on-air and production equipment.
- Available as needed, including nights, weekends, and holidays.
- Must have a valid driver's license and a clean driving record (insurable).

**Preferred:**

Zetta, Natural Log, Adobe, Mac OS, Windows, Microsoft Office (Word, Outlook, Excel) and internet.

**Additional Skills, Abilities, and Special Gifts/Talents:**

This position requires regular communication with Executive Director.

**Completed By: Jason LeFaive**

**Title: Executive Director**

**Date: October 31, 2024**