



**JOB POSTING - Radio Production and Programming Coordinator (Full-Time)**  
**October 17, 2019**

PhillyCAM seeks an energetic, community oriented person for the full time position of **Radio Programming and Production Coordinator** to assist in the development of innovative, local programming at PhillyCAM's community radio station, WPPM-LP FM.

The ideal candidate has a strong background in radio production, is passionate about the power of community media, and can demonstrate the ability to build and sustain strong relationships with PhillyCAM's diverse membership made up of television and radio producers.

The **Radio Production and Programming Coordinator** will be supervised and work in tandem with the WPPM Station Manager to facilitate access to PhillyCAM's community radio station. The position requires someone who has a background in programming for community radio, has strong communication skills, is detail oriented, and has experience managing the day-to-day operations of a community radio station and its many programs. This includes assessing members' needs to develop programs, training, and engagement opportunities, maintaining compliance with the FCC rules for FM radio, events coordination, and grassroots fundraising.

A fundamental component of this position will be to develop meaningful fundraising and development strategies that support our mission, vision and values as well as financially sustain the radio station. We are specifically looking for a candidate that can execute and manage our underwriting program, build listenership, and manage fundraising events such as our annual fund drive. The **Radio Production and Programming Coordinator** will also be responsible for assisting the Station Manager with programming content for the radio station, engaging new members and supporting them in developing audio content, and assisting with coordination of our youth radio program.

**Basic minimum skills and qualifications:**

- 3-5 years working in the field of radio
- Strong audio production and editing skills
- Programming with radio automation software
- Nonprofit communications (listservs, social media, mailings, etc)
- Radio curriculum and training development
- Knowledge of FCC Radio compliance
- Member management and engagement
- Radio marketing and community engagement skills
- Engaging and building radio audiences

- Working with diverse constituencies
- Degree in communications, non-profit administration, media or a related field.
- Experience in managing membership an/or donor relations programs for a non-profit organization
- Superior written and verbal communication skills.

**Other Job Requirements, Desirable Skills and Abilities:**

- Position **requires** some scheduling flexibility and ability to work evening and weekend hours.
- Energy, enthusiasm and a positive attitude.
- Demonstrated knowledge of the community media field.
- Ability to communicate effectively with diverse communities.
- Teaching experience.
- Ability to manage volunteers.
- Television and/or radio production experience.
- Familiarity with media literacy and media policy work.
- Proven ability to work as a team member, but also make effective independent decisions and follow through on assignments.
- Highly organized and detail oriented.
- Spanish or other language skills.

**Compensation:** A salary range in the \$30s, or commensurate with experience. Health and dental benefits for employees; vacation package. This is a full-time, exempt position.

**Anticipated Employment Start Date:** Late November - Early December 2019

**To Apply Please Send:**

- Your Resume
- Letter of Introduction (*that specifies how your experience, knowledge and skills match the identified duties, responsibilities, and requirements of this position*)
- Contact info for 3 Professional References
- Writing sample and/or links to audio or promotional materials you produced.

VIA EMAIL to [jobs@phillycam.org](mailto:jobs@phillycam.org) with the SUBJECT LINE: Radio Programming and Production Coordinator. **Please no phone calls.**

**Deadline to apply: November 11, 2019**

**About PhillyCAM:** PhillyCAM is a dynamic community media center that brings together the people of Philadelphia to make and share media that promotes creative expression, democratic values and civic participation. PhillyCAM provides access to media-making tools, training and distribution of non-commercial media. Public access increases and diversifies the voices in the media; it provides all community members and particularly those in underserved or disenfranchised communities with the tools to tell their stories.

*Due to volume, we may not be able to respond individually to each applicant. We will contact candidates for interviews. It is a policy of PhillyCAM to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state, or local law.*