

# Traffic Director

## *Job Description*

**Job Title:** Traffic Director

**Reports to:** Station Manager

**Employment Status:** \$16.00 per hour, 4 days per week

### **General Description:**

Redwood Community Radio (RCR) is a dynamic community radio station, established 29 years ago and driven by a mission of public service

The Traffic Director for RCR is responsible for our daily radio logs, as well as working with the community and our local non-profits in getting their announcements on the air.

### **Essential Duties and Responsibilities** *(other duties may be assigned)*

- Prepare Public Service announcements (PSA's), makes sure their wording is compliant with the FCC and CPB guidelines
- Create classified ads
- Create lost pet ads
- Creates community calendar
- Maintain and update Natural Log software
- Generate reports for BOD and Management when requested
- Prepare daily radio program logs
- Oversee giveaways of promotional tickets, including tracking, distributing and contacting donor and recipient
- Update website with classified ads, lost pet ads, and community calendar
- Work in conjunction with KMUD's Development Director to create and foster relationships with local business underwriters. Assist in writing Underwriter announcements keeping their language compliant with FCC and CPB guidelines
- Participate in annual Pledge Drives
- Manage billing for Underwriters
- Create bank deposits

### **Qualifications**

The ideal candidate will have the following qualifications:

- Excellent organizational and time management skills.
- Computer literacy, using both Macs and PC's.
- Excellent written and verbal communication skills.
- Ability to maintain confidentiality.
- Ability to train volunteers.

- Ability to work effectively with socio-economically, racially, culturally, and linguistically diverse communities.
- Ability to model respectful, inclusive, responsible behavior that is consistent with RCR's mission and its written family values.
- Familiarity with the utilization of social media platforms.

### **Introductory period**

There is a three-month introductory period. This period is not to be construed as a contract. This means that employment can be terminated with or without cause and with or without notice at any time *during or after the introductory period*, at the option of the organization or of the employee. The employee shall be evaluated before the end of the introductory period, and within 30 days of the annual anniversary of the employee's hire date. Employees of Redwood Community Radio are reviewed on an ongoing bi-annual basis.

### **Benefits**

This position offers paid vacation, sick leave, an annual personal day and at least 11 paid holidays per year, in accordance with KMUD Employee Benefits Policy. KMUD annually observes a 2 percent cost of living annual increase (COLA). The COLA is applied on January 1st of each year.

### **Working Conditions**

RCR has a small paid staff and about 400 volunteers. RCR has regular membership drives. The membership drives require a substantial amount of time and coordination. The atmosphere is animated and stimulating. The ability to work in this kind of environment is essential.

### **Equipment Used & Physical Working Conditions**

Computer (Mac & PC), voicemail, copier. Applicant must be able to remain in a stationary position approximately six hours a day. The person in this position needs to occasionally move about the inside of the office to access file cabinets, office machinery, etc. Applicant must have the ability to operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.

Applicant must also be able to lift and carry up to 25 lbs.

### **Equal Opportunity Employer**

KMUD Redwood Community Radio is an equal opportunity employer and affirmative action employer. Women and people of color are encouraged to apply. The organization does not discriminate on the basis of age, race, religion,

color, sex, national origin, marital status, sexual orientation, class, creed, physical or mental disability.

**To Apply:**

RCR must receive a cover letter, resume and three professional references no later than July 25, 2017. We would prefer receiving your application (ideally as one attachment) emailed to [hring@kmud.org](mailto:hring@kmud.org). You may also mail your application to KMUD Redwood Community Radio, Membership Coordinator Hire, P.O. Box 135 Redway, CA 95560. And, you can deliver your application (M-F, 9am – 4pm) to 1144 Redway Dr., Redway, CA 95560.