JOB POSTING

CJSF 90.1FM Campus Community Radio

* Public Affairs & Talk COORDINATOR *

CJSF 90.1FM is the campus/community radio station located at Simon Fraser University in Burnaby, BC on the unceded lands of the hən̓q̓əmin̓əm̓ and Sḵwx̱wú7mesh speaking peoples. CJSF is volunteer-run, grassroots station that provides music, public affairs, informational and cultural programming on issues and viewpoints which are underrepresented in mainstream media. The station broadcasts at 90.1FM at 450 watts allowing it to reach most of the Greater Vancouver region. It also live streams via the internet at www.cjsf.ca and via our mobile app.

The Public Affairs & Talk Coordinator is responsible for all aspects of public affairs and talk programming. Public affairs and talk programming at CJSF covers various underrepresented issues and communities, including but not limited to; independent arts and culture, environmental, Queer, Indigenous, local and global human rights and social justice, ethnic and third language programming.

The Public Affairs Coordinator works closely with other staff and volunteers, including the Programming Coordinator and Programming Committee to fulfill this objective. The Coordinator facilitates the goals of Public Affairs volunteers and ensures access to the necessary tools to accomplish these goals. The Coordinator acts as a resource for volunteers by offering training and support in producing Public Affairs and content and related departmental activities.

The Public Affairs Coordinator is one of 4 paid staff, and is a member of the executive committee, which meets bi-weekly to coordinate the day to day operations of the station. The Public Affairs Coordinator is responsible to the Station Manager and the Board of Directors.

DUTIES AND RESPONSIBILITIES:

- Ensure CJSF's talk programming adheres to our mandate and CRTC regulations, and is reflective of and responsive to the communities in our signal area, by supporting and facilitating the creation of relevant, high quality public affairs and spoken word programming with a focus on under-represented voices, under-reported stories, and locally-significant ideas and issues.
- Recruit, train and coordinate volunteers interested/involved in spoken word programming, identifying and filling gaps in coverage.
- Supervise, track, mentor and support volunteers, work-studies, and interns to initiate and support their participation in spoken word programming, and give support and feedback.
- Provide news and and public affairs specific training and skill-sharing workshops, and maintain accessible resources for programmers.
- Support and collaborate with CJSF's Community Journalist(s) to produce local news content.

- Participate in the programming committee, which includes reviewing new program proposals and allocation of timeslots, current program reviews, long term programming visioning.
- Coordinate filling of departmentally managed time slots and syndicated programs, e.g. Speak Up!, IntraVenus, etc.
- Ensure that live-read and recorded PSAs are available, regularly refreshed and available to programmers.
- Maintain connections to other on- and off-campus organizations.
- Coordinate and recruit for Special projects that energize volunteers such as Special Days of Programming, grant-funded initiatives, and collaborations with other organizations.
- Share responsibility for the smooth running of the station on a daily basis. Coordinate other station activities and events in conjunction with the Executive Committee.

SKILLS AND QUALIFICATIONS

- commitment to non-commercial, independent media
- excellent interpersonal, communication and motivational skills
- well organized with a collaborative working style
- ability to work well in a busy, volunteer atmosphere
- experience coordinating volunteers
- self motivated, flexible
- knowledge of interview skills and techniques, and production of public affairs radio programming
- listening skills, tact, conflict resolution skills,
- computer and basic radio/audio production skills
- experience with community organizations and independent media
- proven ability to share acquired knowledge and skills to a diverse range of people

Hours: 21 hours/week
Wage: $2247/month plus health and dental benefits, RRSP matching benefit

Please send resume with cover letter to:

Hiring Committee
CJSF Radio, SUB 1420, Simon Fraser University
Burnaby, BC V5A 1S6
Email: cjsfmgr@sfu.ca – please put *CJSF Public Affairs & Talk Coordinator Application* in the subject line

Deadline to receive applications: **Wednesday, June 25, 2025. 5pm.**
Late applications will not be accepted. Only shortlisted candidates will be contacted.

CJSF is an equitable employer. CJSF encourages applications from individuals from traditionally underrepresented people including, but not limited to BIPOC, women, queer folks, and people with disabilities.