Job Opportunity

Simon Fraser Campus Radio Society

CJSF 90.1FM Radio

Community Outreach and Promotions

CJSF is the campus/community radio station located at Simon Fraser University in Burnaby British Columbia. CJSF broadcasts to the greater Vancouver area on 90.1FM and on the internet at http://www.cjsf.ca

Responsibilities:

- Promote CJSF to the surrounding off-campus communities.
- Promote CJSF through participation and tabling at community events and festivals
  - Work with the Programming Assistant to organize **coverage of local community events and festivals including online events**.
  - Coordinate the operation of information tables and/or live broadcasts from community events and festivals.
- Promote CJSF through the development and execution of Social Media campaigns.
- Recruit and coordinate volunteers to be involved in community outreach and promotional activities.
- Meet with area community and cultural groups to inform them about programming and promotional opportunities available to them from CJSF. Investigate how CJSF might be able to better serve their needs.
- Generate stories about CJSF special programming initiatives in local and regional media.
- Assist with the creation of promotional materials targeted at off-campus community promoting CJSF programming and volunteer opportunities.
- Plan and develop and Accessibility Survey and outreach plan with the support of the Programming Assistant
- Help to create a long-term promotional plan to increase awareness of CJSF and it's programming in the community.
- Assist with the video filming/production of community events and live music sessions
- Assist in developing and recruiting for an ongoing programs for and by persons with a disability, aboriginal youth and environmental sustainability
- Other duties as directed by the Station Manager and Executive Committee.

Qualifications:

- Self-motivated, enthusiastic, reliable with a strong work ethic
- Strong research skills and organizational skills
- Experience working with and coordinating volunteers
- Ability to work in a dynamic, hectic environment with a minimum of supervision
- Experience working for non-profit, community organizations an asset
- Graphic design and layout experience is an asset
- Community radio experience and/or video experience an asset, but not necessary

Terms:

- 35 hours a week -- 8 weeks -- $19.75/hour
- until August 31
- you must between 15 and 30 (not enrolled in full-time studies during the summer session. International students do not qualify under this funding program. *Please indicate how you meet these criteria in your cover letter.*
- ***The availability of this position is subject to funding***

PLEASE SEND YOUR RESUME AND COVER LETTER TO:

SIMON FRASER CAMPUS RADIO SOCIETY
TC 216, SIMON FRASER UNIVERSITY
BURNABY, BC V5A 1S6
or email to **cjsfmgr@sfu.ca** (please put CJSF Summer Jobs Application in the subject line)

APPLICATION DEADLINE: we will be hiring to fill this position as soon as possible

- Please mark your resume to the attention of the Station Manager.

Only candidates who are shortlisted will be contacted

CJSF/SFCRS is an equal opportunity employer and does not discriminate on the basis of gender, race, ethnicity, age, sexual orientation, or (dis)ability. This position made possible by funding from Service Canada.