



Job Opening: Administrative Assistant for WEFT Community Radio

WEFT-FM is a non-commercial radio station locally owned by Prairie Air, Incorporated, an independent non-profit organization. WEFT-FM is an accessible, responsible, and responsive radio alternative, serving the diverse communities of radio listeners in East Central Illinois. WEFT offers a diverse combination of music and public affairs programming, primarily hosted live by local volunteers trained and scheduled by an elected volunteer Programming Committee. WEFT is member-funded and self-governed. You can listen to the station and find out more about what we do at weft.org.

Applications are invited for the position of Administrative Assistant. To apply, please send an up-to-date resume and cover letter. List the qualifications and experience you would bring to the role. Send by e-mail to boardchair@weft.org or by mail to Sheri Williamson, Board Chair, WEFT Community Radio, P.O. Box 1223, Champaign, IL 61824-1223 by March 25, 2019.

Position Description:

The Administrative Assistant is a half-time salaried employee of Prairie Air, Inc., and oversees the day-to-day needs of the radio station WEFT 90.1 FM, licensed for operation in Champaign, Illinois.

Job Purpose:

The AA acts as the primary means of contact and communication with members, community partners, and the public. The AA is responsible for reporting to internal and external stakeholders (Board of Directors and Granting entities) on financial and other key data. The AA will work with the Financial Development Committee of the Board to assist in the various fundraising activities of the Station.

Salary: Commensurate with experience. Potential performance-based annual bonus.

Hours worked: 20 hours per week

Reporting To: The WEFT Board of Directors (BoD)

Responsibilities:

- Accurately maintain the WEFT membership database and financial records;
- Maintain consistent hours at the station;
- Serve as the primary contact for members of the public;
- Develop and track budgets, maintain records, develop reports for grants, and report financial information to the Board of Directors and granting agencies in coordination

with the Bookkeeper, BoD Treasurer, and/or BoD Finance Committee; Participate in the annual budget planning process;

- Work with the Financial Development Committee to assure sufficient funds are available for station operations through grant writing, maintaining relationships with granting agencies and organizations, underwriting, donor development, membership growth, donor cultivation and recognition, and fundraising events;
- Get to know and to support the needs of volunteers;
- Complete airshifter training;
- Be familiar with the programming schedule and policies of the station;
- Be familiar enough with weft equipment to troubleshoot and/or know the best person to call if there is a problem;
- Provide a written monthly activity report to the BoD three days prior to each regularly scheduled BoD meeting;
- Attend all BoD meetings unless specifically released by the BoD;
- Other duties as assigned by the Board Chair.

Qualifications:

- Strong interpersonal skills and ability to work with a wide variety of people;
- Ability to foster a cooperative work environment;
- An ability to readily learn and adapt to new systems and technologies;
- Competence in basic fiscal management.

Other desirable knowledge, skills, and experience include

- A broad network within the Champaign-Urbana Community;
- Familiarity with developing and implementing fundraising programs and activities;
- Knowledge of underwriting regulations and standards;
- A bachelor's degree in a related area;
- Experience in non-profit management.