

Job Opening: Station Manager of 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.

We invite applications for the position of part-time Station Manager. 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 WEFT Board Chair, WEFT Community Radio, P.O. Box 1223, Champaign, IL 61824-1223 by March , 2022.

Position Description:

The Station Manager (SM) is a part-time salaried employee of Prairie Air., Inc., and oversees the day-to-day operation and administration of the radio station WEFT 90.1 FM, licensed for operation in Champaign, Illinois.

Salary and benefits: Commensurate with experience.

Hours worked: 20 hours per week

Reporting To: The Executive Committee of the BOD.

Responsibilities:

- Work with the Financial Development Committee to fundraise, seek grant opportunities and business support (underwriting);
- Maintain records, report financial information to the Board of Directors.
- Maintain the WEFT membership database;
- Maintain completion of public file and operating logs;
- Monitor compliance for the Emergency Alert System;
- Be a regular presence at the Station.
- Supervise and evaluate staff as needed:
- Provide for the welfare of the station and the reasonable safety of its personnel;
- Work with volunteers to ensure a clean, organized and professional working environment throughout the WEFT premises;
- Maintain backups of all station records.

Qualifications:

- Strong interpersonal skills.
- Ability to foster a cooperative work environment;
- Familiarity with relevant broadcast laws and regulations, or willingness to learn;
- General technical skills applicable to radio and computer technology.
- Knowledge of community radio underwriting regulations and standards, or a willingness to learn;
- Competence in basic fiscal management.

Other desirable knowledge, skills, and experience include:

- A bachelor's degree in a related area;
- Experience in non-profit management;
- Radio/audio program production and/or journalism;
- Radio engineering;
- Familiarity with new media technology for program development and/or organizational communication and development;
- Facility management (oversight of building maintenance, utilities; contract management).