

Job Title: Community Engagement Coordinator
Employer: Radio Boise; Boise, ID
FLSA Job Status: Hourly, non-exempt, overtime eligible
Compensation: \$12-13 per hour, PTO
Schedule: Average 12 office hours per week, with occasional weekend hours.
Reports to: General Manager
Desired Start Date: For immediate hire, position open until filled

Radio Boise Mission and History:

Radio Boise is a non-profit community radio station committed to providing a platform for alternative voices and perspectives in Boise and beyond. The station's goal is to make sure we're filling a unique niche in music and local-interest programming that is refreshing, engaging, and helps expand our listeners' perspectives. Founded as a nonprofit in 2002 and broadcasting over the airwaves since 2011, Radio Boise is powered by hundreds of committed volunteers, programmers, and supporters.

Expectation for All Employees:

Support the Radio Boise mission and exhibit a commitment to:

- Working collaboratively, with integrity and respect for fellow employees, associates, and our communities,
- Embracing personal responsibility and accountability for your job,
- Must love radio.

Job Purpose:

Volunteers are integral to every aspect of Radio Boise's programming and community involvement and the Community Engagement Coordinator must have a passion for increasing engagement, visibility, and impact for the Treasure Valley's only community radio station. The Community Engagement Coordinator leads volunteer recruitment, retention, and activities; coordinates outreach and marketing for Radio Boise's presence at multiple community events throughout the year; and bolsters our mission by engaging people with a range of experiences, identities, and skills in many different aspects of the station.

Principal Responsibilities:

- Facilitate collaboration and manage ongoing volunteer engagement at KRBX in coordination with other Radio Boise staff. Includes co-hosting monthly volunteer orientations, recruiting and retaining volunteer members, and updating other Radio Boise staff and volunteers on engagement activities.
- Serve as primary point of contact for new volunteers and as a representative of Radio Boise in the community, matching interests of individuals with specific opportunities including production, internships, events and outreach, marketing, administrative, and in-studio events.

- Act as “first responder” to external event and outreach requests, gather all needed information about resource needs to bring to staff to discuss relevancy and capacity for Radio Boise outreach booth at community events.
- Works with volunteers to build community awareness about Radio Boise and provide a presence at events including Treefort, World Village Festival, Father’s Day Car Show, Practice New Year’s Eve Party, and other outreach opportunities throughout the year.
- Lead staff member responsible for filling volunteer shifts for spring and fall pledge drives.
- Monitor and recruit volunteer sign-ups for event outreach needs through website, social media, e-mail and other channels. Send timely thank yous to event volunteers and in-kind supporters following all outreach events.
- Manage administrative volunteers (receptionist, data entry, office stewardship) and maintain admin volunteer task list in partnership with Radio Boise staff. Recommend office supply and outreach material needs.

Events

- Plan event outreach and activities required to meet established outreach goals, merchandise sales, and timelines associated with events.
- Update internal events calendar on Google Calendar and on whiteboard in control room to highlight engagement opportunities for volunteer programmers.
- Coordinate volunteer DJs and outreach shifts for community events.
- Oversee ticket sales and promotions for Couch Surfer Series (one event per month Sept-February) and Practice New Year’s Eve.
 - Utilize MOE (marketing/outreach/engagement committee) and paid graphic designers for event marketing including graphics, Boise Weekly ads, web posts.
 - Request on-air promos as appropriate.
- Schedule, recruit, train volunteers as needed per outreach events (farmer’s markets and other tabling opportunities).
- Coordinate hospitality for Spring and Fall Radiothons, Hi-Fi Society events, and Treefort, including food donations.
- Identify materials and supplies for specific events needs.
- Day-of event coordination including cash, volunteer, vendor, and artist management.
- Coordinate online auction and in-kind gift solicitation, ticket sales, and engage volunteers in Radio Boise’s annual fundraising event (Practice New Year’s Eve) in partnership with other Radio Boise staff and event planner.

Volunteer Communications

- Lead for outreach for monthly New Volunteer Orientation and quarterly programmer meetings in partnership with Radio Boise staff.
- Proactively reach out to other organizations and businesses in the Treasure Valley engaged with audiences who may be interested in volunteering at the station to highlight upcoming opportunities.
- Identify volunteer marketing/recruitment needs for social media and on-air spots produced by Marketing Manager and Program Director.

- Retain a strong pool of engaged volunteers through sending out timely thank you e-mails and notes to volunteers and sponsors after events.
- Facilitate volunteer appreciation efforts including yearly Volunteer of the Year awards at Practice New Year's Eve event.
- Manage volunteer email list, relevant Slack channels, and Facebook group.
- Co-manage programmer Facebook group, email list, and contact info spreadsheet with Program Director.
- Assist with specific recruitment needs as requested by staff, including internships.
- Manage administrative volunteers and provide weekly task list.
- Participate in volunteer dispute management as requested by GM.
- Coordinate internship recruitment, hiring, tracking.

Desired Outcomes:

- Ensure consistent and reliable volunteer support for all departments.
- Help ensure that Radio Boise volunteers feel valued, supported, and excited about continued involvement with the station.
- Assist in increasing listenership through outreach events.
- Support Radio Boise's fundraising activities that rely on volunteer engagement (pledge drives, outreach booth, Practice New Year's Eve).

Job Interrelationships:

- Radio Boise staff and contractors
- Radio Boise programmers
- Radio Boise supporters
- Volunteers and interns
- General public
- Vendors and artists

Desired Skills and Abilities:

- Good organizational skills and ability to handle multiple tasks and roles, patiently and professionally.
- Ability to communicate effectively with multiple audiences ranging from Radio Boise staff and volunteers to artists and event vendors through Slack, Trello, Google Apps, Volunteer Local, e-mail, and phone.
- Capable of working as a member of a team and independently.
- Excellent proofreading and writing skills.
- Comfortable learning and implementing new technologies and equipment within an organizational setting, as well as instructing others.
- Natural multi-tasker capable of coordinating multiple projects with strong organizational skills that supports a culture of volunteering at an independent media outlet.

Desired Behavioral Traits and Attitudes:

- Team player, fun, outgoing, passionate, organized, creative, collaborative, resourceful, critical thinker, results-oriented, and self motivated. Passionate about Radio Boise's mission and its role within the community.

Special Requirements:

- Additional time may be required as necessary, including occasional weekend and evening work and long hours during multi-day events. Regular schedule will be 12 hours per week, with some availability to work a longer schedule during peak event season.
- Office shifts can be scheduled around academic schedules or other work/home commitments with approval from General Manager (must be able to meet primary goals of role and provide consistent office presence).
- Regular duties include bending, sitting, lifting, and driving.
- Background check required.

Minimum Qualifications:

- Bachelor's degree or equivalent experience in a related field.
- College students with an interest in journalism, community media, community organizing, and nonprofit management are also encouraged to apply.
- Desired computer skills include Microsoft Office software, Google Apps, VolunteerLocal or other volunteer management platforms, database management.

Training:

During the 2020 event season, this position will receive ongoing training and support from various Radio Boise staff.

Schedule:

Hours are flexible, but must have ability to commit to three 4-hour shifts at the Radio Boise studios each week to provide consistent office hours for staff and volunteer support. During peak event season and during pledge drives, weekend work will be required and schedule may require up to 20 hours per week.

To Apply:

Position is an immediate hire, and is open until filled. Applications will be reviewed as received. To apply, please submit a cover letter, resume, and a list of three references to General Manager Jessica Evett at jevett@radioboise.org.

Come As You Are:

Radio Boise is committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be. Employment decisions are made without regard to race, color, national origin, religion, sex, physical or mental disability, age, citizenship status, genetic information, military/veterans status, marital status, familial status, sexual orientation, gender identity, victim of domestic violence, and any other status protected under local, state or federal law.

Nothing in this job description restricts Radio Boise's right to assign or reassign duties and responsibilities to this job at any time; this description reflects management's assignment of

essential functions, it does not proscribe or restrict the tasks that may be assigned; this job description is subject to change at any time.