

Job Title: Volunteer & Events Coordinator
Employer: Radio Boise; Boise, ID
FLSA Job Status: Hourly, non-exempt, overtime eligible
Compensation: \$10-12 per hour, PTO
Schedule: Average 20 hours per week
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. Our outreach presence at multiple community events has grown over the past several years, and we're looking to expand our team to help support engagement, visibility, and impact for the Treasure Valley's only community radio station. The Volunteer & Events Coordinator leads volunteer recruitment, retention, and activities; develops and 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 project load of the Marketing, Outreach, and Events committee (MOE) in coordination with other Radio Boise staff. Includes co-hosting monthly meetings, recruiting and retaining volunteer members, and updating other Radio Boise staff and volunteers on engagement activities.
- Act as "first responder" to external event and outreach requests, gather all needed information about resource needs to bring to staff and MOE to discuss relevancy and capacity for Radio Boise outreach booth at community events.
- Coordinate Radio Boise sanctioned events including Radio Boise Tuesdays, Goathead Festival, Practice New Year's Eve, Couch Surfer Series, and multiple outreach events with external and internal participants.

- Identify potential sponsorship opportunities for Radio Boise's underwriting manager and coordinate deliverables including logo placement, social media posts, and recognition at events.
- Monitor and recruit volunteer sign-ups for event outreach needs through website, social media, e-mail and other channels.
- Coordinate volunteers for administrative needs (receptionist, data entry, office stewardship) in partnership with Radio Boise staff.

Events

- Plan event outreach and fundraising goals, budgets, and timelines.
- Update internal events calendar on Google Calendar and on whiteboard in control room to highlight engagement opportunities for volunteer programmers.
- Strategize and facilitate sponsorship deliverable plans with UW Mgr, Social Mgr.
- Support General Manager and Engagement Committee with communication with donors invited to Hi-Fi Society events including invites and RSVP lists, event follow-up, and preparing materials for a series of donor events (6-8 per year).
- Coordinate needed permits, insurance, vendors, artist management.
- Oversee ticket sales and promotions for Couch Surfer Series (one event per month Sept-February) and Practice New Year's Eve.
 - Utilize MOE 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.
- Purchase materials and supplies for specific events needs.
- Day-of event coordination including cash, volunteer, vendor, and artist management.
- Provide post-event P&L and budget comparisons for ROI evaluation.
- Act as Radio Boise's representative on the Boise Goathhead Fest advisory board and complete entertainment-booking and stage management needs as requested by BGF (support role in 2019).
- Coordinate online auction and in-kind gift solicitation, complete entertainment-booking and stage management needs, ticket sales, promotion, and engage volunteers in Radio Boise's annual fundraising event (Practice New Year's Eve).

Volunteer Communications

- Facilitate quarterly New Volunteer Orientation and quarterly programmer meetings in partnership with Radio Boise staff.
- Activate MOE for social/web recruitment and outreach.
- 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.
- Maintain a healthy, long-term MOE committee.
- Assist in increasing listenership through MOE projects and events.
- Support Radio Boise's fundraising activities connected with events.

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.
- 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.

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. Regular schedule will be 20 hours per week, with some availability to work a longer schedule during peak event season.
- Regular duties include bending, sitting, lifting, and driving.
- Background check required.

Minimum Qualifications:

- Bachelor's degree or equivalent experience in a related field.
- At least two years professional experience in non-profit fundraising, event coordination, volunteer coordination, or equivalent experience.
- Desired computer skills include Microsoft Office software, Google Apps, VolunteerLocal or other volunteer management platforms, database management (Salesforce in particular).

Training:

During the 2019 event season, this position will receive ongoing training and support from Radio Boise's Community Programs Manager, who has been coordinating these events and volunteer engagement at the station for several years. Extensive support will also be provided by General Manager and Program Director.

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.