



JOB DESCRIPTION

Job Title: Community Engagement Coordinator
Classification: Part-Time Position (Approx. 10-20 hours per week, non-exempt)
Work hours include nights and weekends.
Location: 88.5 coverage area in Central Wisconsin and
99.9 coverage area in Chippewa Valley/Eau Claire area
Reports To: Community Engagement Manager

Overview:

The goal of the community engagement team is to represent and spread the word about The Family Radio Network, Inc. and to help fulfill its mission by helping all people in our communities draw closer to Christ and through the mission to broadcast the hope of Jesus Christ to strengthen and encourage listeners. To do this the Community Engagement Coordinator assists with the execution of station events, promoting the station at events, and working with client sponsors. Interact with our passionate listeners, give away merchandise and operating station booths. Contact and organize volunteers to help at station events.

Faith-Based Expectations:

- Uphold and abide by The Family Radio Network, Inc.'s Vision, Mission, Core Values, and Doctrinal Statements & Beliefs.
- Have an active and growing personal relationship with Jesus Christ.
- Will demonstrate a Christ-like attitude by praying, sharing, and pointing people to Jesus Christ.
- Is expected to be actively involved in a local church.

Primary Responsibilities:

- Execute radio station promotional and community events including set-up and take down tents, tables, sound system, etc.
- Update, communicate and organize volunteers (Street Team) to help at events.
- Interact with listeners.
- Passionate about the station, and the vision and mission of The Family.
- Build a Volunteer Team in the 88.5 and 99.9 listening areas.
- Administrative functions can include making calls to line up events, schedule volunteers, communicate with volunteers, other team members, sending out information in relation to events, ordering promotional items as needed or instructed.
- Emcee at events, as needed.
- Maintain safe operation of company vehicles, equipment, and other promotional tools.
- Operate station vehicles and technical/promotional equipment, as needed.
- Help organize Help for the Homeless hygiene Drive in your listening area.
- Maintain a positive relationship with local non-profits, churches, and event organizers.
- Find local events The Family could participate in.
- Attend monthly Community Engagement Team meetings and keep your supervisor up to date on all area promotions and events.
- Assist with major station events including fundraisers and Family Events.

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Requirements:

- Has a personal relationship with Jesus Christ, is spiritually grounded, and knowledgeable of the Bible.
- Maintain confidentiality in all aspects of listener, client, staff, and ministry information.
- Strong attention to detail.
- A committed team player who listens well and who is not afraid to ask for help when needed.
- Works well with others, trustworthy, honest, dependable and is passionate about the outreach of The Family.
- Strong written and verbal communication skills.
- A self-motivated person with the ability to work with little supervision.
- Customer Service experience.
- Enthusiastic, energetic, outgoing, positive & fun personality.
- Must be strong at multi-tasking.
- Must be flexible to work varying hours including evenings and weekends.
- Requires a valid Wisconsin Driver's License. Have and maintain an Excellent Driving Record. Use of a personal vehicle may be needed.
- Proficient computer knowledge using Microsoft Office suite.
- Problem solving mentality who offers solutions that fit within ministry guidelines.

Other Duties:

- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Physical Demands/Working Conditions:	Continuously (67% - 100%)	Frequently (34% - 66%)	Occasionally (1% - 33%)
Working in usual office environment	x		
Focusing on computer screen for extended periods of time	x		
Keyboard and mouse use for extended periods of time	x		
Communicating clearly (speak) in English	x		
Using hands/fingers to handle, feel or write with clarity	x		
Lifting and/or carry – up to 40 lbs.			x
Hearing	x		
Listening	x		
Vision (close, distance & ability to adjust focus)	x		
Reading and following written directions		x	
Driving for work		x	
Driving at night and/or in poor weather conditions		x	
Sitting for extended periods of time		x	
Standing for extended periods of time		x	
Exposure to outdoor conditions		x	
Being exposed to excessive noise		x	
Pulling and/or pushing			x
Walking		x	
Walking on uneven ground			x
Reaching with hands and arms		x	
Stooping, Kneeling, Crouching or Crawling			x
Climbing stairs			x
Climbing ladders			x
Working overtime hours as required			x
Working in confined places			x
Traveling within Wisconsin (away from primary work location)		x	

Application & Resume:

- Submit the online application here: <https://www.thefamily.net/careers/current-openings/>
- Upload Cover Letter
- Upload Resume

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