



JOB DESCRIPTION

Job Title: Radio Copywriter
Classification: Full-time, Exempt
Location: Appleton, Wisconsin
Reports to: Chief Business Development Officer

Overview:

Responsible to write radio scripts and campaigns that comply with both FCC and ministry guidelines to support our business sponsors and internal departments to help fulfill the vision and mission of The Family.

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:

- Radio non-commercial script writing that fits within FCC and ministry compliance guidelines.
- Develop and maintain a thorough knowledge and understanding of The Family's Underwriting Compliance Manual to help guide non-commercial script writing.
- Communicate with Account Executives to gain information needed to write radio scripts.
- Maintain a thorough working knowledge of proper aspects of Radio Workflow traffic software.
- Administrative support to sales team, as needed.
- Participate in voice and production of radio announcements, as needed.
- Position may include a live or voice-tracked air shift depending on prior radio announcing experience as determined and evaluated by the Program Director.
- Able to host business sponsors and record client audio, as needed.
- Attend scheduled staff meetings.
- Attend promotional events, as needed.
- Assists with on-air fundraisers, as needed.
- All other duties as assigned.

Requirements:

- Has a personal relationship with Jesus Christ, is spiritually grounded, and knowledgeable of the Bible.
- Passionate about the station, the vision and mission of The Family.

The Family Radio Network, Inc., WEMI-FM, WEMY-FM, WGNV-FM, WSTM-FM, WGNW-FM has established religious faith as a qualification for employment, as permitted by the FCC's instructions.

- Excellent written and verbal communication skills.
- Strong creative thinking skills and ability to think conceptually.
- Strong written and verbal communication skills.
- Excellent listening skills.
- Ability to work independently and be self-motivated. Ability to work well within a team. Must be a good fit with the station.
- Maintain confidentiality in all aspects of listener, client, staff, and ministry information.
- Problem solving mentality who offers solutions that fit within ministry guidelines.
- Strategic thinker with ability to manage multiple projects at the same time and assess outcomes.
- Emotionally intelligent and can interact with others well to maintain and grow co-worker, and client relationships.
- Strong attention to detail to maintain correct and accurate information and able to troubleshoot errors and issues.
- Committed team player who listens well and who is not afraid to ask for help when needed.
- A self-motivated person with the ability to work with little supervision.
- Proficient computer knowledge using Microsoft Office suite.
- Works well with others, trustworthy, honest, dependable and is passionate about the outreach of The Family.

Experience and Education:

- Media Copywriter experience preferred.
- Radio/Media experience preferred.

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		
Reading and following written directions		X	
Hearing	X		
Listening	X		
Vision (close, distance & ability to adjust focus)	X		

Using hands/fingers to handle, feel or write with clarity	X		
Sitting or standing for extended periods of time		X	
Driving for work		X	
Driving at night and/or in poor weather conditions		X	
Lifting and/or carry – up to 25 lbs.			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
Exposure to outdoor conditions		X	
Working overtime hours as required			X
Working in confined places		X	
Being exposed to excessive noise			X
Travel 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