



JOB DESCRIPTION

Job Title: On-air Personality
Classification: Full-time Exempt
Location: In-office position located in Appleton, Wisconsin
Reports to: Program Director / CEO

Overview:

Radio Personalities serve as members of the Programming Department and are responsible for effectively engaging listeners through a compelling, interactive, listener-focused, daily radio show to enable The Family Radio Network fulfill its vision and mission.

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:

- Create an on-air experience that draws listeners in and builds listenership.
- Confidently share spiritual truth and faith in context that is easy to understand.
- Create show-prep content for daily on-air show that connects with target audience.
- Effectively prep for interviews and engagement opportunities.
- Engage with listeners on-air, online and via social media.
- Actively participate in community engagement events like parades and ministry outreaches including friendly interaction with listeners and potential emcee duties.
- Actively participate in appearances at station promotional events and concerts including friendly interaction with listeners and potential emcee duties. Events are typically scheduled during evenings and weekends.
- Assist with Production work.
- Assist with the preparation of long-form and short-form audio programs and accompanying promos to ensure all audio is ready prior to on-air dates, as needed.
- Ability to learn and use basic audio edit software for on-air phone calls including Adobe Audition, VoxPro, etc.
- Actively participate in digital media initiatives including, but not limited to social media, video, podcasts and more.
- Develop and maintain a working understanding of the station(s) automation and audio delivery systems to facilitate a live, on-air shift.
- Participates and assists with on-air fundraisers.
- Attend scheduled meetings.

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- Participates and assists with on-air fundraisers.
- Other duties as assigned.

Requirements:

- Has a personal relationship with Jesus Christ, is spiritually grounded, and knowledgeable of the Bible.
- Passionate about the vision and mission of The Family.
- Excellent written and verbal communication skills.
- Ability to work well within a team and be a good cultural fit with the station.
- Maintain confidentiality in all aspects of listener, client, staff, and ministry information.
- Problem solving mentality that offers solutions that fit within ministry guidelines.
- Creative thinker with ability to manage multiple projects at the same time.
- Emotionally intelligent and can interact with others well to maintain and grow co-worker, and client relationships.
- Exhibits a good attitude with a committed team player mindset who listens well and is not afraid to ask for help when needed.
- A self-motivated person with the ability to work with little supervision.
- Working computer knowledge using Microsoft Office suite.
- This position is expected to be an in-office position in order to cultivate good communication, team dynamics and culture.
- Works well with others, trustworthy, honest, dependable and is passionate about the outreach of The Family.

Experience and Education:

- Previous radio and on-air experience required
- Adobe Audition experience preferred

Supervisory Duties:

- None currently

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

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