March 1, 2022

Job title: Program Assistant – working closely with Program Director
Terms: Part-time 3 hours daily, Mon thru Fri
Salary: $18/hr

Start Date: Mid to late March

About the role: We’re looking for someone who enjoys people, has strong technical and organizational skills, can work independently, the discipline to work with hard broadcast deadlines and the flexibility to work as part of a team.

Responsibilities:

• Producing local programming content
• Managing our social media accounts
• Recording and editing broadcast announcements
• Updating website as needed
• Being on hand to help with any odd jobs around the station
• Your ideas and creativity welcome!

Requirements:

• Flexible/independent
• Tech-savvy (familiarity with Microsoft Office applications such as Word and Excel, working knowledge of Facebook and Instagram, as well as being prepared to learn the basics of recording audio in Adobe Audition and loading files into our Digital Audio Delivery system)

If this sounds like something you would enjoy, please email your cover letter and qualifications to Kay Clements, gm@khns.org.