



## **Job Description**

### **Kinship Radio Operations Manager, Network On-Air Host (Remote)**

**POSITION SUMMARY:** This full-time position reports to the Kinship Radio Network Program Director (PD) and includes oversight of the network's operational functions, including its automation system as well as satellite functions. This position will assist in ministry operations including logging, program modifications, and other activity relating to smooth on-air presentations and transitions.

In addition, under the supervision of the PD, this position will provide on-air hosting remotely for the network's English-speaking stations. This ministry-minded individual loves making a difference in peoples' lives by imaginatively sharing biblical truth on-air in an encouraging, relatable way. This position will also be called upon to represent the network as needed at fundraisers and outreach functions.

### **PRIMARY RESPONSIBILITIES:**

1. Manage technical operations of network's radio stations including radio automation system.
2. Generate daily program logs, making modifications as needed
3. Work in cooperation with PD to oversee smooth network operations including log modifications, program adjustments, database management, asset placement implementation, etc.
4. Ensure network has evergreen program back-up library.
5. Provide voice tracking for automated air shifts as assigned, offering inspiring content with a biblical world-view.
6. Write and produce spots as assigned.
7. Serve as on-air host/board operator at fundraisers as needed.
8. Contribute to the promotion of Kinship Radio.
9. Grow, dream and innovate by participating in staff meetings that advance fulfillment of the network's mission.
10. Interact with listeners, ministry leaders and business partners in a way that advances the mission and promotion of Kinship Radio.
11. Represent Kinship Radio at churches and community events to increase ministry visibility.
12. Perform related duties as assigned

## EXPERIENCE AND QUALIFICATIONS:

- Deep comprehension of Christian radio full-service format and affiliated listenership
- Advanced radio automation systems experience. Knowledge of RCS products preferred.
- Skilled with radio production and editing software
- Highly detailed
- Team-oriented individual
- Self-starter
- Strong organizational and time management skills
- Like-minded resonance and commitment to Kinship Radio's mission and vision are required
- Previous experience in non-profit environment is helpful.

## WORK ENVIRONMENT:

- This is a full-time position, typically 5 days per week, 8:00-4:30 p.m.
- Some mandatory night and weekend hours needed to support ministry events
- Some travel may be required to attend station functions.
- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee occasionally may lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

## Additional Information

- *Kinship Radio is a network of stations and online media ministry that exists to proclaim that Jesus is Lord through worship and the Word. We accomplish this through our network of terrestrial radio stations in Southern Minnesota and Northern Iowa as well as our digital platforms.*
- Candidates must intrinsically align with Kinship Radio's Christian values. All employees are expected to sign a doctrinal statement and abide by the organization's code of conduct.
- We comply with all applicable laws pertaining to nondiscrimination on the basis of race, color, national origin, sex, age, disability, and any other applicable legally protected category. As a religious institution, we have the right to, and

do, require that employees hold beliefs consistent with our doctrinal Statement and conduct themselves in a manner consistent with our religious beliefs, as explained in our code of conduct.

- *If you have a heart for the lost and seek to build up the local church through media ministry and service, we encourage you to apply to join our team.*