



Now Recruiting: Focus Programming Coordinators

Black History Month (deadline Jan. 16)

International Women's Day (deadline Jan. 23)

Aboriginal Awareness Week (deadline Feb. 6)

Coordinators will work closely with CFRC volunteers and staff interested in contributing to the focus programming content; liaise with relevant non-profit organizations and campus groups involved in events and services related to the focus programming; and assist with script-writing, audio recording and digital editing to create and produce radio programming content. This content will include 6-12 short public service announcements related to the focus programming content as well as 4-6 hours in one day of in-depth focus programming. The coordinators will also debrief with staff regarding their experiences and challenges so that the focus programming initiative may be developed further in the future.

Responsibilities will include:

- Recruiting within CFRC's existing volunteer base for participation in focus programming
- Recruiting outside of CFRC's volunteer base to attract new volunteers and community members to participate in focus programming; and facilitating this participation as necessary
- Coordinating weekly meetings of volunteer collectives involved in the creation of focus programming; facilitating meetings and distributing minutes as necessary; and fostering collective decision-making within the group
- Coordinating outreach to promote CFRC's focus programming content through on-campus, community, media, web and social networks.
- Coordinating coverage of local events, services and campaigns relevant to Black History Month, International Women's Day and Aboriginal Awareness Week respectively.
- Communicating with collective members to ensure content is produced on time.
- Searching for and making use of regional and national content that is timely, complementary to in-house offerings and relevant to local audiences
- Some recording, editing and production of broadcast content as needed.
- Archiving focus programming content

Qualifications:

- Community radio experience is an asset but not a requirement.
- Community outreach and journalism interest and experience are also assets.
- Candidates for the Black History Month and International Women's Day positions must be between the ages of 16-30.
- Queen's students will be prioritized for the Aboriginal Awareness Week position.
- Candidates from the groups represented by the focus programming subjects (ie. people who identify as black, as women or as indigenous) are strongly encouraged to apply and will be prioritized in the recruitment and hiring process.

Time commitment: 10 hours a week for six weeks

Remuneration: \$660 honorarium to be paid upon completion of the internship

To apply: please email a cover letter and resume to cfrcps@ams.queensu.ca

These opportunities are made possible by the Community Radio Fund of Canada and the AMS Social Issues Commission's Equity Grants program.