Title: Programming Associate - Work Study

Broad Function: Responsible for assisting KLRN's Director of Programming with program research, scheduling and other administrative duties. Ideal candidate will also assist with young professional outreach and planning through KLRN’s 5:01 Creative group.

Job Relationship: Supervised by the Director of Programming and Volunteer Coordinator.

Specific Work to Perform:

- Work 10-15 hours per week.
- Screen potential programs and provide feedback to appropriate station staff
- Fact check sources and producers of independently submitted documentaries
- Review and edit local program descriptions.
- Coordinate and prep materials for monthly programming meetings, quarterly Board of Directors meetings and quarterly Community Advisory Board meetings
- Answer general viewer and producer questions
- Review and edit FCC required Quarterly Program Topic Report (QPTR) for online public file
- Serve on KLRN’s 5:01 Creative team and develop new strategies and outreach activities to connect young professionals to the mission of KLRN

Qualifications:

1. Strong verbal and written communication skills
2. Knowledge of working with Microsoft Office programs such as Word and Excel
3. Excellent attention to detail
4. Enthusiastic, flexible team player who has the willingness and aptitude to acquire new skills
5. Resourceful and self-directed, with the ability to take initiative and follow-through on tasks
6. Interest in new media and public broadcasting a plus