



JOB DESCRIPTION

Job Title: Radio Content Producer

Last Update: December 2022

REPORTS TO: Radio Station Administrator

Position type: Part-time

Payrate: 15.50/hr.

Empower House provides transformative community health services, youth development programs and advocacy opportunities that empower women and girls of color. Empower House envisions a world where all women and girls are empowered to transform themselves, their families, and their communities.

The ideal candidate for this position can share their passion for grassroots community transformation and connect their professional and volunteer experiences to our mission. Our organizational philosophy is based on understanding how sexism, racism, and other forms of oppression intersect, preventing women and girls from attaining their full potential. Women, people of color, LGBTQ and gender non-binary individuals are strongly encouraged to apply.

Positions Summary

The Radio Content Producer will work in collaboration with the radio team to create audio content for Empower House Radio, edit syndicated content, and maintain daily programming of 101.5, The Empower House.

Responsibilities:

Radio

- production of original radio programs
- generate and research ideas for shows
- develop content, scripts, show notes
- source potential interviewees, organize interviews, and interview guests
- select music appropriate to the program, the audience, and the station
- contribute to, and making use of, an archive of audio resources which can be re-used
- use technology for editing and production purposes
- editorial and production integrity of the shows/series
- support staff and community members with resources for content development and production.
- Creatively collaborate with 101.5 team on radio related projects
- Use Radio.co to support daily radio programming and scheduling as needed
- edit syndicated content as needed
- collaborate with radio team to provide support to community content contributors
- help shape the vision of The Empower House Community Radio

Communication:

- Uphold the Empower House values of Solidarity, Empathy, Collaboration and Creativity.
- Demonstrates a willingness to cooperate and add to a positive team dynamic

Qualifications:

- High school diploma and/or equivalent – Bachelor's degree in communication preferred

- Excellent verbal and written communication skills with exceptional attention to details
- Ability to establish and maintain collaborative relationships with a variety of diverse community and organizational stakeholders.
- Demonstrate proficiency in computer skills
- Strong organizational skills
- Evidence of successfully planning and organizing work with short- and long-term timeframes.
- Video production and editing is a plus
- Must have the ability to thrive in a flexible, fast paced growth-oriented environment

Empower House provides equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state, or local law. Empower House will provide reasonable accommodations for qualified individuals with disabilities.