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| MSU-logo-2001 | JOB DESCRIPTIONHourly Staff |

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| **Position Title:** | **CFMU Spoken Word Coordinator** |
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| **Term of Office:** | September 1 to April 30 |
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| **Supervisor:** | CFMU Program Director |
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| **Remuneration:** | Refer to MSU OPERATING POLICY 2.2 - EMPLOYMENT (WAGES) |
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| **Hours of Work:** | 14 hours per week (minimum) |

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| **General Scope of Duties** |
| The Spoken Word Coordinator is responsible for the coordination, training, and administration of the Spoken Word volunteers and programming department. |

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| **Major Duties and Responsibilities** |
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| **Category** | **Percent** | **Specifics** |
| Supervisory Function  | 30% | * Train and supervise a team for the news department consisting of volunteers recruited from CFMU applicants
* Act as liaison and resource for volunteers wishing to cover news stories
* Conduct regular meetings of the news team (community and campus volunteers) to come up with ideas for stories
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| Programming Function | 25% | * Serve as a member of the Programming Committee (the committee responsible for programming).
* As part of the Programming Committee, to help schedule (along with other committee members) programming and to help ensure all Spoken Word programs are informative and meet CFMU’s broadcast standards
* Make recommendations to the CFMU Programming committee on ideas and program proposals which would improve the Spoken Word department
* Participate in preparing interviews, conducting interviews, pitching story ideas, and hosting Morningfile in conjunction with/in support of the Community Outreach Coordinator
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| Communications Function  | 25% | * Along with the Community Outreach Coordinator, help develop and maintain contact with key people in the MSU, clubs, McMaster University, and the community to ensure that information is communicated to the Spoken Word volunteers and programming staff
* Act as a resource for volunteers who require information or training pertaining to their program
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| Advertising & Promotions Function  | 10% | * Ensure that all services of the Spoken Word department are promoted appropriately, using both campus and community media contacts, and by using appropriate MSU channels
* Contact the Promotions Coordinator in a timely manner to ensure enough time for promotional material to be designed and created at Underground Media + Design
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| Other  | 10% | * Participate in fundraising drives and motivate volunteers to participate in fundraising initiatives
* Provide transition for the incoming Spoken Word Coordinator
* Attend and participate in CFMU staff meetings as scheduled
* (automatically done)
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| **Knowledge, Skills and Abilities** |
| * Knowledge of current issues, local, national, and international
* Knowledge of campus issues, activities, clubs/organizations and faculties is an asset
* Skills in broadcast journalism
* Skills in written and verbal communication
* Interpersonal skills required to effectively interact with staff, volunteers, and guests
* Time management skills required to balance duties with academic requirements
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| **Effort & Responsibility** |
| * Judgment required to make programming decisions for the department, as well as for volunteer discipline issues (via the Programming Committee)
* Creativity required to effectively plan Spoken Word programs and broadcasts
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| **Working Conditions** |
| * Duties are performed in an office or in the on-air and production studios of CFMU-FM
* Some on location (off campus) work may be required
* Time demands may exceed stated hours of work
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| **Training and Experience** |
| * Previous experience within the station is an asset
* Experience in broadcast journalism or investigate reporting is an asset but not required
* Experience and training with broadcast technology and procedures is an asset but not required
* Experience and training in a not-for-profit volunteer environment
* Other necessary training will be provided
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| **Equipment** |
| * Broadcast equipment
* Computer
* Radio production facilities
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