

Help Wanted in Kodiak

Start Date Oct 18, 2011

Public Radio KMXT seeks a full time
VOLUNTEER COORDINATOR/ADMINISTRATIVE ASSISTANT

This position is primarily responsible for scheduling, supervising and training KMXT on-air volunteers. Secondly, the position involves assisting the General Manager and Development Director in performing a variety of general office support tasks. Full-time position (40 hours per week) with flexible schedule.

The successful applicant must be a team player with excellent communication, interpersonal and computer skills. A strong commitment to community involvement, creative radio and media skill and computer editing is highly desirable. Knowledge of a wide variety of musical genres is essential. Prior community radio experience preferred.

Salary DOE with benefits

Applications due November 1, 2011. Position open until filled.

EEO - Minorities and Women encouraged to apply.

**Submit application at any State of Alaska Job Service
branch office or directly to: gm@kmxt.org.**

**For more information: 486-3181.
Position will close when filled.
KMXT is an EEO employer.**