

Vuntut Gwitchin Government

A. Identification

Position Title Community Radio Coordinator

Department Natural Resources

Supervisor VGG Heritage Manager

Date July, 2017

Status Temporary, full time

Level

B. Job Summary

Reporting to the VGG Heritage Manager, this position is responsible for coordinating the Old Crow Community radio station and increasing Gwich'in language content by organizing and attending training, setting up broadcasting schedules, supporting broadcasters, arranging for guests, tracking broadcast programming and other related duties.

C. Main Duties

Coordinates Old Crow radio station training and broadcasting to increase Gwich'in language content and local communication by:

- Arranging and attending training sessions;
- Supporting and procuring local broadcasters to develop programming;
- Developing local broadcasting schedule;
- Liaising with governments, community members and other organizations in order to promote the Old Crow radio station;
- Reporting to supervisor and Deetru' Gwinews Radio Society;
- Maintaining logs to document radio content;
- Assisting with funding proposals; and
- Assisting with reporting.

D. Job Knowledge and Skills

Education

- Grade twelve or equivalency;
- Knowledge, understanding and sensitivity to First Nations traditions and values;
- Strong communication skills, both oral and written;
- Ability to assist developing proposals and recommendations;
- Ability to operate radio equipment, computer and associated software;
- Knowledge and understanding of Vuntut Gwitchin history, culture, language and traditions.

Management Skills

- Strong organizational and time management skills;
- Ability to develop schedules;
- Ability to develop goals, objectives and priorities;
- Ability to develop and manage people;

- Decision making and problem solving skills;

Interpersonal Skills

- Ability to foster a team approach to work;
- Ability to facilitate and make logistical arrangements for training and meetings;
- Ability to deal with stress effectively;
- Ability to take the initiative;
- Ability to plan and develop strategies and initiatives;
- Ability to foster and maintain trust in the community

E. Decision Making

The Supervisor and Deetru’ Gwinews Radio Society determine the general goals and objectives of the Old Crow radio station. The position is expected to work with considerable independence in ensuring the established objectives are met. Problems will normally be varied, but often routine in nature. Issues that are out of the ordinary will be referred to the Supervisor for resolution.

F. Impact/Accountability

This position has full accountability for the effectiveness of the plans and initiatives developed with respect to Vuntut Gwitchin history, culture, language and way of life. The position will also be evaluated on the plans, strategies and initiatives developed, both short and long term for the Old Crow radio station. This position is funding based and requires accountability to operate within the funders parameters. Due to the constant interaction with the community, the position has a significant impact on the public’s perception of the Vuntut Gwitchin.

G. Key Personal Contacts and Nature of Contacts

WHO	Purpose	Frequency
Supervisor	Informing and discussing tasks and receiving direction	Weekly, as required
Local Broadcastors and VGG Staff	Information exchange, coordination	Daily, as required
Funding Organizations	Consultation, funding requests, accessing programs, reports, information exchange	As required
Vuntut Gwitchin citizens	Discussing policy, delivering programs, resolving problems	As required
Deetru’ Gwinews Radio Society	Discussion, planning, policy review, consultations, information exchange	Monthly

H. Positions Supervised

Number of positions supervised directly:	None
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I. Working Conditions

- This position is generally located in the Youth Centre. Due to the requirement for regular attendance at meetings, there may be a requirement for overtime. Flexible working hours are required from time to time, but must have prior approval. All overtime will be accumulated as flex time. This position will interact constantly with community members.

Spiritual

- Balancing traditional beliefs and practices with modern administrative methods.
- Ensuring Gwich'in language is paramount in radio programming

Physical

- Approximately 40% of time using the computer
- Remote living conditions with extreme temperature and light conditions

Mental

- Responding to high degree of constant interruptions while maintaining a pleasant demeanor
- Balancing demands of multiple broadcasters and community members
- Striving for quality service while multi tasking

Emotional

- High degree of dealing with people who require personal attention or have varying communication skills

J: Conditions of Employment

- Mandatory confidentiality is a condition of employment for all Vuntut Gwitchin personnel. Failure to meet this requirement could result in dismissal.

SIGNATURES:

I approve this position description as being representative of the work required to be performed and that the responsibility levels identified have to delegated to this position.

Executive Council:

Date:

I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.

Supervisor:

Date:

I have reviewed the position description and understand that it is a general job description of the duties assigned to the position occupied by me.

Employee:

Date: