

Promise FM Evening Host

Full-Time/Part-Time

Gaylord, MI US

The Promise FM is a listener-supported, non-commercial radio ministry, owned by Northern Christian Radio, which is a federally recognized 501(c)(3) nonprofit organization.

Job Summary:

Reporting to the Program director, responsible for creating, producing, and hosting over the radio and online spiritually encouraging content and conversation, interacting with listeners, interviews, weather, devotionals, and other things of interest. Will represent the ministry to the community in-person, on-site, and virtually via web/social media. Will develop creative and compelling content that is in line with the mission and vision of The Promise FM.

Primary Responsibilities:

Deliver spiritually uplifting, compelling and entertaining live content on-air.

Provide live, on-air content from 7pm-midnight, Monday through Friday, as well as weekend voice-tracks.

Gather, record, edit and air listener interactions on various topics throughout the evening. Decide with calls should and should not be aired.

Play music, underwriting, and various elements on-air from multiple pieces of broadcast equipment.

Develop, produce and distribute social media content daily (text, video, audio, and/or graphics).

Produce, write, record, and edit (using multitrack digital audio workstation) spots, bits, calls, and other elements for broadcast.

Conduct interviews in-studio, via telephone and internet (audio and video recordings) for live or pre-recorded broadcast. Prepare and edit interviews for on-air use and online distribution, including podcasting.

Responsible for maintaining a secure facility during the evening hours of operation.

Operate a wide range of office radio broadcast and audio editing equipment.

Represent the organization by participating in and attending industry events, seminars and webinars, as well as community functions and events.

Host and present upfront at community functions and events (ie schools, churches, and community organizations, etc) and Promise FM functions (ie concerts, sticker stops, webinars, special events, etc).

Monitor on-air broadcast and online streaming Netcast at the beginning and end of each air shift for delivery stability.

Additional Responsibilities:

Substitute for on-air hosts at other times of day when requested by the supervisor.

Attend and participate in team meetings, retreats, and functions.

Attend and present at various fundraising events. Help raise money for the ministry; in person, during on-air fundraisers, and in various other ways, including networking with donors and friends of the ministry.

Attend seminars, webinars, and conventions associated with learning and improving, continuing education.

Other duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential task satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Bachelor's degree or equivalent experience required in a related field.

Five or more years of general on-air experience and/or training; or the equivalent combination of education and experience.

Language Skills:

Superior command of English grammar and spelling.

Advanced verbal and written communication abilities.

Exceptional presentation skills and public speaking ability.

Mathematical and Technology Skills:

Minimum knowledge and application of Microsoft Office Suite, including Word, Excel, and PowerPoint.

Knowledge of media-specific software - automation systems, phone call management systems, video and audio editing, for example.

Ability to learn new software packages.

Other Skills and Abilities:

Exhibit the ability to work effectively and constructively whether alone or with a variety of people.

Possess extraordinary interpersonal skills. Demonstrate effective conflict resolution skills.

Possess capacity for planning, organization, and execution.

Must be able to exercise excellent judgment in selecting and producing content appropriate to station audience and while meeting management and ownership standards.

Must be able to remain calm and in control during stressful situations. Impeccable attention to detail and reliability.

Must qualify and be able to drive company vehicles, and maintain a clean driving record.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will frequently be called upon and must be able to work long hours under stressful conditions, evening, early mornings, and weekends.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear.