



## St. Peter The Rock Media/AM 1260 The Rock Community Outreach Coordinator

### Teamwork and Service

St. Peter The Rock Media team members are servants of Christ and the Catholic Church. Our mission is to bring souls to Christ through providing information that leads to a deepening of faith and a conversion of heart. All are responsible for continually inviting souls to listen to AM 1260 The Rock.

The organizational culture is that of *service* and is based on openness, effective communication, and continual improvement. We act in a Christian, professional, positive, high-energy, team-oriented, proactive, responsive, and respectful way with volunteers, staff members, donors, Parishes, Catholic Apostolates, our Diocese, and Board of Directors. We need to set aside our pride for the mission.

St. Peter The Rock Media is a listener-supported, non-profit radio station that has a small, lean staff and budget. As such, job descriptions are subject to change and team members are expected to continually improve, anticipate and solve problems, and do whatever it takes to fulfill our mission and the financial needs of the station.

### Qualifications

- Enthusiasm for EWTN radio and television programming
- College degree preferred
- Two years of community relations or customer service experience
- Two years' experience in business-to-business sales
- Microsoft Office (Word, Excel, PowerPoint)
- Graphic design experience with Canva, Publisher and/or Adobe preferred
- Excellent written and verbal communication
- Strong organizational skills
- Social media and digital marketing a plus
- E-Tapestry or other donor software experience a plus
- Valid driver's license and reliable transportation

### Overview

The Community Outreach Coordinator reports to the Executive Director.

- **Parish/Community Outreach**
  - **Develop Parish Ambassador Program.** Establish, support, organize and motivate an ambassador network to increase awareness within parishes that are located within the AM 1260 The Rock listening area. Ambassadors must work in cooperation with the parish leadership. This involves: Ambassador recruitment, training, communication, and management, bulletin announcements.
  - **Organize AM 1260 The Rock participation in other Catholic events as they arise. Manage community outreach projects including, but not limited to:**
  - **Day of Prayer and Fasting for Priests**
  - **High School IDs**
  - **Novena to St. Monica**
  - **Assist with planning/scheduling and execution of twice yearly Spirit Drive**
- **Business support (underwriting/advertising)**-Assist in business member/underwriter and advertising recruitment, copywriting, and contracts.
- **Volunteer recruitment/management**- Act as primary interface with volunteer prospects, interview and determine skill levels, assist in scheduling volunteers for events, Spirit Drives, etc.

**Terms** This is a part-time hourly position of approximately 24 hours per week, with occasional weekend/evening work. Interested candidates should send a letter of interest and resume to [bboguski@am1260therock.com](mailto:bboguski@am1260therock.com). No phone calls please.

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