

## AM 1260 The Rock Community Outreach Coordinator



### Teamwork and Service

AM 1260 The Rock is a radio station owned and operated by St. Peter The Rock Media, a Catholic non-profit lay apostolate. 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.

The organizational culture is that of *service* and is based on openness, effective communication, and continual improvement. We always try to act in a Christian, professional, positive, high-energy, team-oriented, pro-active, responsive, and respectful way with volunteers, staff members, donors, parishes, Catholic apostolates, our Bishops and Priests, and Board of Directors.

The station is supported mostly by donations from listeners. We have a small, lean staff and budget. Job descriptions tend to evolve over time, 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.

### Overview

The Community Outreach Coordinator reports to the Executive Director.

- **Parish/Community Outreach**
  - **Bulletin announcements**-Compose timely bi-weekly bulletin announcements and send to parishes. Maintain and update bulletin editor email distribution lists.
  - **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.
  - **Coordinate AM 1260 The Rock's participation in other Catholic events as they arise, and manage community outreach projects including, but not limited to:**
  - **Day of Prayer and Fasting for Priests**
  - **High School IDs**
  - **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.

### Qualifications

- Enthusiasm for and familiarity with EWTN radio and television programming
- College degree preferred.
- Community relations or customer service experience
- Experience in business-to-business sales
- Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Graphic design experience with Canva, Publisher and/or Adobe preferred.
- Excellent written and verbal communication
- Strong organizational skills
- E-Tapestry or other donor software experience
- Valid driver's license and reliable transportation

**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 with hourly wage requirements, and resume to [bboguski@am1260therock.com](mailto:bboguski@am1260therock.com). No phone calls please.

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