



News Reporter & Afternoon Radio Host

Title

Peace FM & CHET TV – News Reporter & Afternoon Radio Host

Reports To

General Manager & CCS Board of Directors

Summary

As one of Canada's Community Radio and TV stations, we are looking for a News Reporter & Afternoon Radio host who is looking to settle down and get involved with our community in Chetwynd, BC and surrounding areas. As a Community Station in The Peace Region, our mandate is to focus specifically on local news and events that major Networks are not covering.

The News Reporter / Radio Host will be expected to work from of our office in Chetwynd, BC Monday to Friday and work occasional weekends. We are looking for someone who is not afraid to establish contacts in several communities in order to find new stories every single week. News and coverage of events will always come first and ahead of your afternoon radio show. The Reporter will be expected to put their show on automation on short notice if an event or a story comes up. We also expect the Reporter to follow up with RCMP Offices, District Offices and Emergency personnel on a weekly basis to update our communities on any changes.

The ideal candidate will attend local events and record interviews for Peace FM News and take photos for our social media pages. The individual will provide prompt, courteous and knowledgeable service to anyone who has any inquiries about Peace FM, CHET TV, and CHET TV Bingo. We are also looking for someone who is flexible and willing to learn new skills. As a small team, we often cover for each other when colleagues are away on holidays. The successful candidate will be exposed to radio scheduling and advertising in order to facilitate radio production. Other duties may be assigned as necessary.

Job Duties

- Seek News stories in Chetwynd, Dawson Creek, Tumbler Ridge, Hudson's Hope, Fort St. John and Moberly Lake
- Contribute to Peace FM News by gathering in-person interviews, phone interviews, in-studio interviews, writing news stories for broadcast, web page and social media
- Attend local events with the goal of recording interviews for Peace FM News and take photos for our Social Media Pages
- Cover bi-weekly Council meetings
- Cover Chamber of Commerce events
- Cover events assigned by the General Manager



- Conduct a live radio show with news, weather and traffic updates from 2 pm – 6 pm
- Help promote contests planned throughout the year
- Learn radio production workflow (scheduling, producing commercials and PSAs)
- Work with Production staff to voice, schedule and advertise various content on Peace FM
- Cycle into our Bingo Schedule on Thursday nights to help answer phone calls
- Comply and follow all of the Rules set out by The Gaming Policy and Enforcement Branch and CCS' Bingo House Rules
- Keep accurate logs and reports with respect to music as instructed by the Music Director
- Maintain a professional appearance, demeanor, and attitude at all times
- Performs other duties as required

Requirements

- Demonstrate journalistic experience (2-5 years minimum)
- Must have the ability to work in a fast-paced and dynamic environment
- Strong writing skills
- Exceptional verbal communication and presentation skills
- Excellent listening skills
- Experience with iMediaTouch or any other Radio Production software
- Familiar with G-Selector would be an asset
- Experience working with Adobe Audition
- Experience editing photos with Adobe Suite would be an asset
- Comfortable learning new and developing software
- Excellent customer service skills, interpersonal and organizational skills.
- Motivated and creative team player
- Computer literate with proficiency using basic programs such as Windows and Gmail Suite
- Able to build and maintain lasting relationships with different contacts in our community
- Able to perform basic calculations and mathematical figures
- Ability to work individually and as part of a team
- High level of integrity and work ethic
- Must possess a valid driver's license and have access to a vehicle

Work Conditions & Benefits

- Work in an office setting Mon-Fri 11 am – 7 pm
- Be flexible with their schedule and overtime as required
- Manual dexterity required to use desktop computer and peripherals
- Occasional car travel from office to events/interviews
- Gym & Pool Membership at The Recreational Centre
- Manulife Medical Benefits (Dental, massage, chiropractor etc.)
- Flexible schedule for appointments & errands

Submit a resume and cover letter to our General Manager, Marlon Gomez at marlon@peacefm.ca by July 30, 2022.