



## **MENDOCINO COUNTY PUBLIC BROADCASTING**

### **NOW HIRING:**

### **ADMINISTRATIVE COORDINATOR**

KZYX, a nonprofit community radio station serving Mendocino County, is seeking a proven multi-tasker for the position of Administrative Coordinator. This part time position will provide administrative and fiscal support to the General Manager and Fiscal Contractor, and clerking support to the Board of Directors.

- This is a 20 hour per week, hybrid remote position. In the future the position may be required to work 100% onsite in Ukiah, CA.
- The KZYX Administrative Coordinator may occasionally handle cash, requiring the successful candidate to submit to a background check as a condition of hiring.
- Benefits: Vacation and Sick, Six Paid holidays, Two Floating Holidays.
- Salary: DOE
- See full job description at [www.kzyx.org/employment-opportunities](http://www.kzyx.org/employment-opportunities).

### **To Apply**

Please submit a cover letter and resume to KZYX General Manager Andre de Channes, at [andre@KZYX.org](mailto:andre@KZYX.org).

Submission deadline: 5 PM, Thursday August 14<sup>th</sup>, 2025

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### ***Our Mission***

*The core mission of KZYX is to promote community through increased communication, cultural offerings, diverse voices, and access to important information among all groups in our large and varied listening area.*

### ***About KZYX***

*KZYX public radio serves approximately 90,000 residents of Mendocino County in beautiful Northern California. Mendocino County Public Broadcasting (MCPB) is the 501(c)(3) that operates KZYX. We provide news, information, culture, and entertainment from around the globe and from just around the corner. KZYX is a member-supported community radio station with both locally produced programs from nearly 100 friends and neighbors who are volunteer programmers, and with nationally syndicated programs from NPR, PRI, APM and Pacifica. When there are fires, road closures, or other emergencies, we're the place to go on the radio dial for emergency information. KZYX also streams via [kzyx.org](http://kzyx.org).*

*KZYX is an Equal Opportunity Employer.*