



# Community Radio Project

## KSJD Programming Director

### Job Description

January 2026

#### **JOB SUMMARY**

The KSJD Programming Director is responsible for the day-to-day programming of KSJD radio content, training new volunteer DJs and hosts, and building the capacity and culture of current programmers.

#### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

- Programming content of KSJD, KZET, and KICO radio stations, including from satellite feeds, downloaded files, and volunteer-produced files
- Training of new volunteer DJs and hosts, and regular review and ongoing advancement for current volunteer DJs and hosts
- Facilitating communication and building culture between KSJD radio volunteers
- Weekly transmitter tower readings and Emergency Alert System tests and compliance
- Generating and uploading local and national Quarterly Issues Reports for FCC Compliance
- Programming the operation of KSJD's ENCO radio automation system, designing new program schedules as needed, and monitoring Public Radio Satellite System programming updates via Content Depot
- Deciding the placement of local programming and programmers within the KSJD radio schedule
- Working with KSJD staff and DJs to ensure effective programming and messaging during on-air fund drives and other fundraising events, and hosting shifts during on-air fund drives as needed
- Populating programming-related content on the KSJD website within the Core Publisher platform
- Maintaining connection between KSJD's on-air, website, and social media content
- Scripting, scheduling, and production of recorded promotional materials and announcements (non-underwriting)
- Working with the Community Radio Project Executive Director to build partnerships with other organizations
- Representing KSJD at community events alongside other Community Radio Project staff

## **ADDITIONAL FUNCTIONS**

Other duties as assigned. The above is intended to describe the main responsibilities and requirements for this position. It is not to be construed as an exhaustive statement of all duties, responsibilities, or requirements.

## **CORE COMPETENCIES**

- Strong interpersonal and leadership skills
- Problem solving in hectic situations
- Cultural competency; respect for diverse perspectives, experiences, and narratives
- Ability to thrive in a collaborative, deadline-driven environment
- Commitment to transparency and accuracy
- Flexibility to manage competing priorities while meeting deadlines
- Google Suite, particularly experience with using Google Docs and Sheets
- Superlative emotional intelligence and people skills and a warm, approachable demeanor

## **PREFERRED QUALIFICATIONS**

- Strong work ethic and clear communication skills
- Ability to interface with the coworkers, volunteers, and the public in a professional and positive manner
- Technical knowledge of radio studio and broadcast systems and willingness to further skills/knowledge in this area or ability/strong interest in learning and developing skills in this area
- Interest and passion for community radio and the components that are vital to a radio station running smoothly
- Ability to regularly lift 25 – 50 lbs

## **WORK SCHEDULE**

The KSJD Programming Director position is a full-time position. Upon approval, some hours may be worked from home, but the KSJD Programming Director is expected to be present at the station as needed to fulfill the duties described above, especially those that require face-to-face interactions with volunteers and direct interface with radio systems computers and broadcast equipment.

## **REQUIRED MEETINGS AND TRAVEL**

- The KSJD Programming Director is expected to be at weekly staff meetings in order to develop and maintain working relationships with KSJD/Sunflower Theatre staff, and to report on challenges and successes, seek input from colleagues, etc.
- Travel to and from KSJD radio tower locations as necessary for assistance in maintenance and repairs
- Attendance at Community Radio Project Board of Directors meetings as assigned
- Attendance at regional and national conferences as assigned

## **COMPENSATION AND BENEFITS**

**Compensation:** \$45,000 - \$50,000 annual salary depending on experience

**Paid Time Off:** Holidays and sick and vacation time accrued as outlined in the Community Radio Project Employee Handbook (provided upon request)

**Benefits:** A monthly health reimbursement account and a Simple Plan retirement account

To apply, email a resume and cover letter to Community Radio Project's Executive Director, Tom Yoder, at [tom@ksjd.org](mailto:tom@ksjd.org).