

VSS Catholic Communications, Inc.
Spirit Catholic Radio
Position Description
February 2017

JOB TITLE: Outreach Associate – Lincoln

JOB TYPE: Full-Time Exempt

HOURS: Monday through Friday 8:00 am to 5:00 pm (Flex-scheduling – some evenings and weekends will be required) This position will operate from our Lincoln office located at 630 N. Cotner Blvd.

BASIC FUNCTIONS: Responsible for awareness initiatives of the network in the 102.7FM coverage of the Lincoln diocese and assists with network outreach initiatives. Coordinates a presence at relevant area events and the recruitment of both on-site and off-site volunteers for the events as well as recruit and train Parish Missionaries. Determines and assigns meaningful work to volunteers and interns in the office. Receives direction from the events committee and Lincoln Development Director in managing the relationship with SCRNL Family volunteers, parishes, schools, ministries and Catholic apostolates in the Lincoln coverage area. Initiates communication with leaders in the parishes, schools, apostolates and ministries concerning the mission of SCRNL. Manages the relationship with the Lincoln area Outreach Committee by hosting meetings, listening to their ideas and assigning work. Responsible for the execution of events at the Lincoln offices and events targeted to the larger listening audience such as Care-a-thons, mid-year and year-end appeals, sticker stops, distribution of materials and having a presence at Lincoln area conferences. Manages the needs of the Lincoln office including supplies. Other duties as assigned.

REPORTS TO: Executive Director

SUPERVISES: Volunteer staff

COLLABORATES WITH: Development personnel and internal events committee

DUTIES AND RESPONSIBILITIES:

- Manages communication and marketing materials for internal and external events as well as build a relationship with Catholic organizations in the listening area.
- Recruits, trains, and manages volunteers for off-site events and station projects.
- Coordinate all volunteer activities and provide volunteers with formal and informal training, encouragement, and recognition, as well as, scheduling of volunteer hours.
- Attends or schedules volunteers to attend SCRNL events and takes the role of “**active ambassador**” of the station at the events. Oversees placement of tents, tables, signage and materials, as well as ensures participants names are collected (event forms).
- Becomes aware of local events, Catholic and non-Catholic, and provide information to Events Committee to determine if newsworthy, possible guest on morning show and whether SCRNL has a presence. Prepares pre and post event reports.
- Must have excellent public speaking skills and the ability to communicate with listeners, donors, and decision makers at Catholic organizations. May be asked to serve as an emcee at events.
- Coordinates activities with Outreach associates in Omaha and central Nebraska.
- May assist with the coordination of gatherings and special events: invitations, phone calls, food, marketing materials, and follow-up.
- Ensures parish kiosks are placed and missionaries have needed supplies; program guides, etc.
- Maintains the Lincoln office including supplies, reports issues to building services, reports issues with equipment such as PCs, phones, printers and studio equipment. Maintains appropriate signage and informational materials. Ensures coverage for front desk during operating hours.
- Coordinates activities associated with the “Encounter Jesus.faith” outreach.

- Schedules Eucharistic Miracles and Marian displays and notifies appropriate SCR Network personnel for promotion.
- Must be willing to work evenings and weekends. Travel expected between Omaha and Grand Island studios on occasion using station vehicle. Must have good driving record.
- Must have a professional appearance with the ability to project a positive and enthusiastic image of the SCR Network.
- Manages the relationship, recruitment and projects of the Lincoln Outreach Committee. The main focus of this committee is to look for ways to bring about awareness of the station and its events and provide a positive image of the network and gain listeners. Provides committee meeting agenda and minutes.
- Must have an excellent working knowledge of Microsoft Office – Word, Excel, Powerpoint, and Outlook, working knowledge of Publisher, Raiser’s Edge are a plus.

QUALIFICATIONS: Practicing Roman Catholic with a deep love for the Catholic faith and faithful to the Magisterial teaching of the Church who can assist with the mission of the station. Ideal candidate has 3-5 years experience in public relations, marketing or development, experience working within a faith based organization is a plus . They must have outstanding interpersonal and communications skills, both oral and written, with an ability to effectively relate to listeners, donors and clergy. The candidate must be professional in appearance, be highly organized and detail oriented; work well independently, as well as in a team environment and be able to take direction from management. Must be able to work under pressure and adhere to deadlines. Strong project management and supervisory skills are essential.

SALARY: This is a full-time position. Annual salary depends on experience. Excellent benefits including Medical and Dental, retirement plan, paid vacation, holidays and sick leave. Also provide Accidental Death and Dismemberment, Long-term Disability and Life Insurance at no cost.

TO APPLY:

Send resume and letter of interest with resume, salary requirements and three job related references to:

Jim Carroll
 Executive Director
 Spirit Catholic Radio
 13326 A Street
 Omaha, Nebraska 68144

or e-mail to jimc@kvss.com
 or fax to (402) 571-0833

Failure to send letter of interest and resume, salary requirements (range is ok but will not accept “negotiable”) or references will result in your application being overlooked. All information provided will be held in the strictest confidence.

All résumés and general inquiries will be retained for a maximum of 1 year. Only qualified applicants will receive an interview due to the high volume of applications expected.