

**Encouragement Media Group**  
**Programming Specialist/On-Air Host**  
Job Description



## **I. Responsibilities**

**Reports to:** Vice President of Programming

### **A. JOB OVERVIEW**

#### **The Ability to Share the Gospel of Jesus Christ with Others**

First and foremost, the Programming Specialist/On-Air Host must be able to effectively minister and communicate to listeners and others in the community the heart of what it means to follow Jesus Christ wholeheartedly. This must come, not simply from head knowledge, but from a vibrant and active daily walk with Jesus Christ as personal Savior.

Under the administrative supervision of the Encouragement Media Group VP of Programming, the Programming Specialist/On-Air Host will help with program duties on all Encouragement Media Group stations in such a way that God is glorified, our community is involved and more people are pointed to Jesus. The Programming Specialist/On-Air Host will ensure that assigned duties and specified on-air shows are of a consistently high quality, in harmony with the mission of Encouragement Media Group (EMG), and in accordance with EMG policies and the rules and regulations of the Federal Communications Commission. Must be consistently on-time for daily work assignment.

### **B. RESPONSIBILITIES AND DUTIES**

#### **Programming Leadership**

Meet weekly with the Vice President of Programming to strategize, provide programming updates, seek input and keep them apprised of any significant issues, challenges or opportunities.

#### **Programming/Air Staff**

- Coordinate the selecting and producing of all vignettes for on-air use.
- Coordinate the scheduling of programming logs
- Coordinate broadcasts during weather emergencies as needed, including being on the air.

#### **On-Air Funding Drive Programming**

- Coordinate listener Audio
- Help with setting daily funding drive on-air schedule
- Help to host training session(s) well in advance of funding drive to make the most out of our fundraising time
- Help to encourage and coach our team prior to, during and after funding drive

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**Consultant Visits**

- Help to plan schedule for consultant visit
- Help to coordinate music testing and focus groups

**Production/Imaging**

- Help to ensure that all community outreach projects receive effective on-air promotion
- Help with overseeing promo rotations and content to ensure all are brand-consistent and paid promotions are being played according to agreement
- Help to oversee sweep rotations to ensure freshness, and that content is clear, concise, and consistent with Christ-focused brand
- Provide voice and production skills as needed

**Show Host Responsibilities**

- Voice Tracking shifts on Lift Worship.
- Voice Tracking shifts on The Well.
- Voice Tracking shifts on KVNE.
- Fill-in as a live on-air host on KVNE as needed.
  - Effectively connect with our target by pointing people to Jesus Christ through emotional connectivity and storytelling.
  - Host your show in a relatable and connective way that will build the audience.
  - Must effectively deliver relational content consistent with EMG mission statement.
- Serve as an on-air host during Encouragement Media Group funding drives.

**Other Responsibilities**

- Supporting the team by assisting with IT needs across EMG.
- Work with the VP of Programming in the development of your skills.
- Regularly meet with VP of Programming for the fulfilment of goals.
- Image and promote the station to the community by attending station functions like concerts, donor events, remote broadcasts, speaking engagements and community events.
- Maintain a social media presence for Encouragement Media Group, as directed by the VP of Marketing and Community Outreach.
- Perform other Encouragement Media Group duties as assigned.

### **C. QUALIFICATIONS**

- Enthusiastic and optimistic attitude
- Creative Self-starter
- Excellent written, verbal and interpersonal skills
- Time management and flexibility with job duties

The aforementioned statements are not intended to encompass all functions and qualifications of the position; rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform tasks not specifically addressed in this job description.

### **II. Ministry Qualifications**

- A born again believer of Jesus Christ with a strong and growing walk with the Lord (Romans 3:23, Romans 6:23, Romans 5:8, Romans 10:13, Romans 10:9-10)
- A heart for service, with Jesus Christ serving as our example (John 13:1-17)
- Committed to uphold and integrate the Encouragement Media Group model of pointing people to Jesus as a core process and belief. This includes communicating the heart of the Gospel while with listeners in person, by phone, social media, letter or other form of communication. (Mark 16:15, Psalm 96:3)
- Willingness and eagerness to pray to God the Father, through His Son Jesus Christ, verbally (out loud) for and with fellow staff members, listeners and people in the community.
- Ability to answer basic questions about the Christian faith and explain to someone how they can become a Christ-follower
- Agreement with and a willingness to hold to the Encouragement Media Group Statement of Faith in both belief and practice
- Willing and committed to hold to the policies described in our employee manual
- Willing and able to lead and participate in required staff prayer times and Bible-based devotionals in the context of our beliefs as outlined in our Statement of Faith
- Commitment to be active in a local Bible-believing church, recognizing the importance of such a commitment. (Hebrews 10:25, I Timothy 5:17)

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- **C** = Constantly (At least Daily)   **F** = Frequently (At least Weekly)   **O** = Occasionally (At least Monthly)   **R** = Rarely (Annually)

\*Essential Physical Effort / Working Conditions Marked with an asterisk \*

**Physical Demands:**

Standing*	<b>F</b>
Walking	<b>F</b>
Sitting*	<b>C</b>
Lifting	<b>O</b>
Carrying	<b>O</b>
Pushing*	<b>O</b>
Pulling*	<b>O</b>
Climbing	<b>O</b>
Balancing	<b>O</b>
Stooping	<b>O</b>
Kneeling	<b>O</b>
Reaching*	<b>O</b>
Fine-Motor Handling*	<b>C</b>
Time-Sensitive Reactions*	<b>C</b>
Feeling*	<b>O</b>
Talking*	<b>C</b>
Rep. Motion*	<b>C</b>
Eye / Hand Coordination*	<b>C</b>
Eye / Foot Coordination	<b>F</b>

**Vision/Sight/Hearing:**

Vision-Far Acuity*	<b>O</b>
Vision-Near Acuity*	<b>C</b>
Vision-Depth Perception*	<b>C</b>
Vision-Peripheral	<b>C</b>
Color Vision*	<b>C</b>
Listening*	<b>C</b>
Hearing Acuity	<b>C</b>

**Physical Strength:**

Sedentary Work*	<b>C</b>
Light Work*	<b>F</b>
Medium Work	<b>O</b>
Heavy Work	<b>O</b>
Very Heavy Work	<b>R</b>
Amount / pounds lifted	<b>50</b>
Amount / pounds carried	<b>50</b>

**Environmental Conditions:**

Extreme Cold	<b>O</b>
Extreme Heat	<b>O</b>
Temp Changes	<b>O</b>
Humid	<b>O</b>
Noise*	<b>F</b>
Vibration	<b>O</b>
Work Alone and Around Others*	<b>F</b>
Time-Sensitive Deadlines*	<b>F</b>

**Travel Requirements:**

Local day trips	<b>O</b>
Overnight	<b>O</b>

I understand the requirements of this Marketing Position and am capable of performing these tasks.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_