



Program Coordinator (Full-Time; *40 hours per week*)

KUYI Hopi Radio

The Hopi Foundation - Kykotsmovi, AZ

KUYI Hopi Radio

KUYI is licensed to and is a project of The Hopi Foundation. KUYI's mission is to have a positive effect on the lives of people living on the Hopi Reservation and the surrounding communities through public discussion of issues and events that will enlighten the community. KUYI's 69,000-watt and 100-watt LPFM broadcast and online streaming coverage is upward of 200,000 people located in Navajo, Coconino, and Apache counties containing the Hopi and Navajo Reservations.

KUYI cultivates a distinct broadcast format of educational and cultural programming by airing Native issues and programs to improve understanding of indigenous cultures; creating programming that reflects Hopi's diversity and talent; placing Native issues on mass media's radar and training community members on how to participate in local to international press.

KUYI provides a local resource for emergency information and community events and strives to include input from youth to elders on culture and language. KUYI's purpose includes station management, development, production, programming, and outreach.

POSITION SUMMARY

The Programming Coordinator is responsible for the administrative and programming tasks. This position will assist in planning and organizing, and executing programs, activities, events, and services of KUYI Hopi Radio. The Programming Coordinator coordinates general communication between the general public and the Hopi Foundation programs. The Programming Coordinator reports directly to the Station Manager or designee.

SPECIFIC RESPONSIBILITIES

Job Duties and Responsibilities:

PROGRAM COORDINATION

- Coordinate various KUYI programming such as Koffee Talk, House Calls, Hopi Day School Book Club, Listening Sessions, and others in scheduling and script creation to ensure quality on and off-air.
- Serve as the lead person for programming which includes staff and volunteers, facilitating programming collaborations, projects, and tasks.
- Ensure clear and timely communication, follow-up, and quality execution of events and initiatives.
- Coordinate language and cultural programming to reflect the goals and vision of KUYI.
- Create various types of programming that engages listeners through specialty programs, storytelling, and showcase topics.
- Foster youth interest in the radio career field through KUYI's direct outreach and mentorship and training opportunities.

- Assist in receiving, developing, script creation, and airing daily updates for specific programming (i.e. newscasts, community calendar, birthday requests, holiday/promotion specials.)
- Assist in coordinating remote broadcast programming in collaboration with the Operations Coordinator for remote broadcast requests.
- Serve as an on-air DJ, as needed, for in-studio, live remote broadcasts, and special programming.

MARKETING & DEVELOPMENT

- Promote all KUYI programming properly, timely, and effectively through weekly email updates, social media platforms, and on-air promotions.
- Provide accurate background information to enhance audience engagement and awareness.
- Focus on increasing and promoting Adopt-A-Watt membership and Underwriting services.
- Establish partnerships with local and external community business and programs to foster station financial support.
- Assist in providing underwriting services to secure financial support for station operations and initiatives.
- Assist in the development of KUYI materials for outreach and education in the community.

GENERAL OPERATIONS SUPPORT

- Support the daily business operations of the radio station.
- Assist the General Manager or his/her designee with coordinating on-call staff schedules for weekends, holidays, and after-hours emergencies when scheduled.
- Assist with clerical and reception work as needed.
- Assist with supervising and training volunteers on program functions, emergencies, and protocols.
- Provide timely customer service and communicative responses to inquiries, requests, and needs from patrons of KUYI.
- Ensure accurate information is communicated in a timely manner about KUYI services, forms, schedules, etc.
- Ensure follow-through on all customer interactions to maintain high satisfaction levels.
- Support compliance with state, federal, and FCC regulations and KUYI Radio/The Hopi Foundation policy and procedures.
- Support documentation of all technical difficulties and reporting in a timely manner (i.e. transmission reports, equipment operation, tower lights, signal, power outages, etc.)
- Assist in communication with Moencopi Day School IT Department re: 89.1 LPFM and other community partners with assistance of the General Manager or designee.

OTHER

- Participate and assist in The Hopi Foundation program-wide activities, as requested.
- Perform other duties as assigned.

QUALIFICATIONS

The ideal candidate will possess strong written and verbal communication skills and have a mixture of experience in the following areas: radio station equipment, broadcasting and FCC regulations, and knowledge of the day-to-day operation of a radio station. Be able to communicate with partners, educate the community, and teach/demonstrate to others. S/he will know about philanthropy, community development, community organizing, and an interest in furthering The Hopi Foundation's mission through the work of KUYI Hopi Radio; while adhering to its mission, vision, and strategic planning with guidance from The Hopi Foundation and the Community Advisory Board members.

Candidate must be capable of working independently and maintain open communication with the General Manager or his/her designee.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to maintain confidentiality regarding all aspects of the program.
- A high level of organization, accountability, reliability, and self-motivation is required, including experience working remotely without in-person supervision.
- Knowledge or experience in the following: community organizing, education, capacity building, philanthropic, nonprofit, and/or radio management.
- Demonstrate commitment to radio operations, public relations, community involvement, and cultural sensitivity issues.
- Excellent relationship-building skills and an ability to interact with diverse groups of people.
- Above-average-to-high level of familiarity with Microsoft Office Suite, internet research/applications, and other types of media tools and/or applications. Computer skills are required to complete tasks and reports.

MINIMUM QUALIFICATIONS REQUIRED:

- Associates or certification in an applied technical field AND
- At least 2 years of radio broadcasting or related media experience; OR
- Any equivalent combination of education, training, skill, and experience which demonstrates the ability to perform the duties of the position.

NECESSARY SPECIAL REQUIREMENTS:

- Must possess a valid Driver's License.
- Must have no misdemeanor convictions within the past five (5) years and no felony convictions.
- A background investigation and fingerprinting may be required.
- Use of personally-owned vehicle (POV) may be required to carry out job related tasks.



ABOUT THE HOPI FOUNDATION

The Hopi Foundation was founded in 1985 and incorporated under the State of Arizona as a 501(c)3 non-profit organization in 1987. Our basic mission is to **Help People Help Themselves**. The Hopi word **Lomasumi'nangwtukwsiwmani** signifies the process of furthering unity of aspiration blossoming into full maturity over time. We believe in attending to the community in which we live and to the skills of our people.

Since its inception, The Hopi Foundation has grown to encompass a variety of community-based programs and initiatives. With its office located on the Hopi reservation The Hopi Foundation serves a wide range of individuals and organizations.

Approved: 
The Hopi Foundation Executive Director

Date: 5/13/2024