



**Receptionist-** Full Time (40 hours per week)  
**KUYI Hopi Radio**  
**The Hopi Foundation- Kykotsmovi, AZ**

**KUYI Hopi Radio**

KUYI Hopi Radio 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 terrestrial broadcast and worldwide online streaming coverage is upward of 200,000 people located in Navajo, Coconino, and Apache counties containing the Hopi and Navajo Reservations, portions of Grand Canyon National Park, the cities of Flagstaff and Winslow, as well as the Interstate-40 corridor. 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.

**Position Summary**

The Receptionist is responsible for providing clerical and overall support to the station and program staff to ensure efficient day-to-day operations of the KUYI Radio Station and its entities. The Receptionist is also responsible for coordinating general communication from and to the general public and Hopi Foundation Programs. The Receptionist reports directly to the Station Manager or designee.

**DUTIES AND RESPONSIBILITIES**

**GENERAL OPERATIONS SUPPORT**

- Welcome individuals visiting the radio station and the public reception area, while keeping the Visitor's Log updated.
- Assist Station Manager to generate and oversee inventory listings and requests for general office supplies and operational needs. Manage and direct incoming telephone calls and inquiries.
- Review, respond, and distribute KUYI general email appropriately and ensure mail and correspondence is routed to the appropriate personnel.
- Maintaining the reception area; keeping the front desk tidy, ensuring a neat and professional appearance.
- Handling correspondence; sorting and distributing email, as well as responding to emails and other inquiries. Perform general clerical duties such as, data entry, photocopying, filing, updating station calendar, etc.
- Assist with keeping records; maintaining accurate records of station logs, dashboards, and databases.
- Transcribing meeting notes.
- Assist with planning and set up when hosting meetings and visitors to the radio station.

## PROGRAM SUPPORT

- Assist in monitoring day-to-day operations and facility management.
- Assist with updates, review, and monitoring of KUYI social media accounts, such as Instagram, Facebook, etc., and to create and distribute flyers for KUYI social media announcements and community outreach events.
- Update and monitor KUYI Community Calendar announcements.
- Assist with “on-air” announcements and basic production duties.
- Assist to create, update, and monitor various data logs as required by funding agencies & FCC Compliance with supervision of Management.
- Assist with recording and maintaining donor information, and communicate as needed.
- Assist Station Manager with Underwriting contacts, recordkeeping, announcement scheduling & production.
- Assist Station Manager with communication and update of the station calendar for volunteer schedules and community outreach events.
- Assist the Station Manager with check and other reimbursement requests.
- Provide clerical support with trainings and meetings preparation for staff, volunteers, and Community Advisory Board, as needed.

## OTHER

- Participate in Hopi Foundation program-wide activities as requested (ex: staff retreats and strategic planning sessions)
- Assist with special projects, within The Hopi Foundation, as needed
- Perform other duties as assigned by the Station Manager or designee, as needed

## QUALIFICATIONS

The ideal candidate will possess strong written and verbal communication skills and have a mixture of experience in the following areas: clerical management and customer service skills. Candidate must be capable of working independently as well provide open communication with KUYI staff and The Hopi Foundation on matters involving the program, its assets and resources. Ideally, applicants will have knowledge and/or experience with The Hopi Foundation and its culture and community.

## REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Communication skills: Strong verbal and written communication skills to interact effectively with a diverse group of people, such as, visitors, clients, and colleagues.
- Customer service: A customer-centric mindset, focusing on providing exceptional service and resolving inquiries or concerns.
- Ability to handle matters with sensitivity and maturity;
- Ability to maintain strict confidentiality in all organization and program aspects.
- Time management: Efficiently managing appointments, schedules, and tasks to ensure smooth operations. Overall strong level of organization, accountability,

reliability and self-motivation.

- Technology proficiency: Moderate to a high level of familiarity with Microsoft Office Suite, internet research/applications, and/or other types of online media tools. Google Apps and Dropbox proficiency preferred.
- Community-based knowledge: Have knowledge and/or experience with KUYI Radio, The Hopi Foundation, Hopi custom and tradition and the general community.
- Adaptability: Willingness to adjust to changing priorities, handle diverse tasks, and work effectively with different individuals or teams.

#### **MINIMUM QUALIFICATIONS REQUIRED**

- Three (3) years clerical and office management experience AND
- A high school diploma and/or some college or post-secondary educational 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 felony or misdemeanor convictions within the past 5 years;
- Background investigation and fingerprinting may be required;
- Use of a personally-owned vehicle may be required to carry out job-related tasks

#### **ADDITIONAL EXPERIENCE DESIRED**

- Speak and understand the Hopi language fluently to converse with those preferring to speak Hopi
- Knowledge of Hopi culture desired

#### **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:  Date: 7/19/2023  
Executive Director