



JOB: Project Coordinator

BROADCASTING SE SEATTLE VOICES: Project Coordinator

The Project Coordinator will coordinate KVRU's Broadcasting SE Seattle Voices grant from the Seattle Department of Neighborhoods. The purpose of the \$69,000 grant is to educate and empower SE Seattle residents to tell their stories – through cultural and informational programs to be broadcast on KVRU 105.7 FM. The Project Coordinator will focus on the training of a wide range of diverse community people. This is a temporary position paid at the rate of \$20/hour up to \$6,700 total; the Project Coordinator's position can be front loaded during this one year grant funded project.

KVRU is a program of SEEDArts, a division of the 43 year old nonprofit organization, SouthEast Effective Development. The Project Coordinator reports to the KVRU Station Manager.

JOB RESPONSIBILITIES:

- Work with station and program managers, and the project Steering Committee (distinguished media makers) on development of the training and other project work.
- Coordinate schedules of teachers, trainees, facilities and manage equipment library.
- Introduce KVRU to more SE Seattle nonprofit organizations, community businesses and their governmental partners.
- Provide administrative support for training teachers.

QUALIFICATIONS:

- Basic expertise in radio production including Garage Band and/or other editing software, teaching/training, and adult learning methods.
- Ability to manage a project including logistics, diverse teachers and class participants.
- Must be detail oriented and have experience with Garage Band and/or other audio editing software; Word, Excel, PPT.
- Able to generate enthusiasm in the community and work well across diverse ethnic, LGBTQ, age and other community subgroups.
- Familiarity with SE Seattle or similarly diverse community; bilingual in one of SE Seattle's languages a plus.

APPLY: Submit cover letter and resume as a single pdf file to: info@kvrु.org

DEADLINE: Sept. 28, 2018. Interviews will begin immediately.

KVRU 105.7 FM and its parent organization, SouthEast Effective Development is an Equal Opportunity Employer.