

# PACIFICA FOUNDATION

## JOB DESCRIPTION

**TITLE:** OPERATIONS COORDINATOR  
**STATUS:** PART TIME  
**SITE:** KPFT-PACIFICA RADIO  
**BENEFITS:** NONE

**CORPORATION:** The Pacifica Foundation is a non-profit agency providing educational services. **Mission:** To establish a foundation organized and operated exclusively for education purposes no part of the net earnings of which inures to the benefit of any member of the Foundation. Corporation services are provided in Berkeley/North Hollywood, CA, Washington, D.C., Houston, TX and New York, NY.

**DEFINITION:** The Operations Coordinator will work under the supervision of the Program Director. The general functions for this position will be to provide production support in the main studio; maintaining and troubleshooting on-air and production studios, training volunteers and staff in the production studio; and providing technical assistance as needed.

### DUTIES & RESPONSIBILITIES:

1. Help program to get on the air properly at the on-air facility.
2. Check quality of live and satellite programming for uniformity level, phasing, equalization, signal-to-noise ratio, etc.
3. Maintain and troubleshoot studios, both on-air and production.
4. Provide IT support and maintenance, including deleting old computer files, and archiving programming and general help.
5. Maintain satellite uplink integrity.
6. Digital production of public service announcements, promos, etc.
7. Responsible for building integrity and safety while on duty.
8. Assistant to the chief engineer as needed.
9. Training volunteers as needed.
10. Other tasks as assigned.

Job descriptions are subject to change without notice based on the needs of Agency/Program.

### QUALIFICATIONS:

**Education:** High school diploma or higher.

**Experience:** One year prior related experience relating to program content with actual on-air experience.

**Skills and Abilities:** Need to have good speaking skills, both in reading and extemporaneous. Strong writing skills. Basic computer and administrative skills required. Strong editing and technical skills. Capacity to manage multiple priorities and meet deadlines in a demanding atmosphere. Must be able to communicate well in English, both verbally and in writing. Ability to communicate verbally by phone in English in a clear and concise manner. Ability to management multiple priorities and meet deadlines in demanding surroundings.

**Mental Abilities:** Ability to think clearly and manage multiple changing priorities, and remain pleasant and positive. Requires critical thinking and ability to support people with difficult challenges. Requires good judgment.

**License Required:** FCC third-class license required. Employment is contingent upon proof of eligibility to work, 21 years of age or older, verification of degree/credentials, satisfactory health exam, fingerprint clearance, agree to uphold all of the Pacifica Foundation Policies and Procedures, Confidentiality Agreement, Policy on Outside Employment, Policy on Prohibiting/Preventing Workplace Violence, Policy to Prohibit Harassment in the Workplace, Policy on Ethics, adhere to Drug-Free Workplace Policy, compliance with Workplace Injury and Illness Prevention Policies, and compliance with HIPAA Rules and Regulations, (by signature).

### THE PACIFICA FOUNDATION IS AN EQUAL OPPORTUNITY EMPLOYER

Pacifica Foundation does not discriminate on the basis of race, color, ancestry, religious creed, national origin, Ethnicity, gender, age, marital status, disability, medical condition, or sexual orientation. Women and minorities are encouraged

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to apply.

Send Resumé before November 27 to:

**Markisha Venzant Sampson**

**Business Manager**

**713-526-4000 ext. 307**

**713-526-5750 fax**

**[markisha@kpft.org](mailto:markisha@kpft.org)**

**No Phone calls, please.**