**Position:** Program Assistant

**Hours:** Full-time, hourly **Salary:** $21/hr - $25/hr

**Location:** Nome, AK

The program assistant supports the radio station’s programming and on-air presence by working with the Program Director and other on-air staff. This includes maintaining the program logs, doing production, and acting as a backup on-air host.

**Responsibilities**

* Assists the Program Director by ensuring program logs are maintained, by assisting in coordinating underwriting, adding new music to the station’s rotation, and ensuring weather forecasts and any other media essential to the station’s operation .
* Informs Program Director or the appropriate other staff member of any anomalies or deficiencies that may warrant correction or resolution.
* Coordinates, reviews, and organizes PSAs to be aired/read during KNOM Hotlines
* Handles production work with creativity, imagination, and professional judgment that reflects the KNOM mission, values, voice, and brand.
* Participates in regular listening/air check reviews of on-air staff with the Program Director or Operations Manager, along with other team production meetings.
* Acts as an ambassador for KNOM; maintaining a positive and approachable attitude.

**Qualifications**

* Familiarity with or ability to learn how to use Microsoft Office suite, Adobe Audition, and Zetta.
* Knowledge and appreciation of diverse music genres.
* Affinity for Western Alaska and understanding of the region’s way of life, culture, and traditions
* Ability to plan and organize, multi-task and meet deadlines in a fast-paced environment, and work both independently and collaboratively with others.
* Good oral and written communication skills, able to adjust communications style based on audience needs.
* 4-year college degree preferred but not required.
* Valid driver’s license.

**To apply: send cover letter, resume and three references to** **generalmanager@knom.org**

*KNOM’s mission:* *“Encountering Christ, embracing culture, empowering growth, and engaging the listener.”*

*Operating as the oldest Catholic radio station in the country, KNOM values being a friend and companion, providing respectful service based on Catholic ideals. We’re KNOM. Yours for Western Alaska.*

***KNOM is an Equal Opportunity Employer (EEO).***