



POSITION ANNOUNCEMENT WNZR Office Manager

Mount Vernon Nazarene University exists to shape lives through educating the whole person and cultivating Christ-likeness for lifelong learning and service.

Mount Vernon Nazarene University (MVNU) is an intentionally Christian teaching university for traditional age students, graduate students, and working adults who seek opportunities to learn and grow in an academic community of faith. The University provides the context for a transformational experience through excellent academics, service opportunities, caring relationships, and a nurturing spiritual and social environment. Faculty, staff, and students are challenged to achieve their highest potential, to become increasingly Christ-like and to make a difference in their world through lifelong service.

The University seeks a part time (25 hours per week), 12-month, **WNZR Office Manager** for its WNZR office on the Mount Vernon main campus. The position reports to the Station Manager and is available immediately, upon appointment of a successful candidate. The University pay grade for this position is "B". The candidate will also receive generous holidays, and vacation and sick days earned on an accrual basis.

Responsibilities for this position include:

- Assisting in the management of the WNZR facility including accounting, maintaining station equipment, organizing work areas, and responding to phone, mail, and email
- Assisting Station Manager in updating and maintaining WNZR's annual reports: Public Inspection File for the FCC, WNZR's annual report and yearly activity calendar for MVNU, FCC ownership and quarterly issue reports, annual WNZR expense report, and monthly credit card statements
- Assisting with the planning and organization of various external activities in the community, outreach activities, promotions, and "Lifeline," WNZR's annual on air fundraiser.
- Coordinating all station promotions, working with the Station Manager and the Assistant Station Manager on logistics: imaging, dates, sponsors, winner sheets, prizes, promotion info sheets for staff, etc.
- Tabulating and coordinating all promotion results and stats
- Creating prize baskets for giveaways, events, and live broadcasts
- Maintaining the prize closet and overseeing distribution of all prizes
- Putting together promotional and broadcast bins for WNZR events and remote broadcasts
- Assisting the Station Manager with monthly underwriting bills
- Assisting the Station Manager with weekly check deposits
- Coordinating all station parties and internal events
- Assisting with promotional products for summer festivals and the annual Christmas gift for underwriters and donors
- Coordinating all postings and contests on WNZR's Social Media sites
- Updating the WNZR Website as needed
- Maintaining a catalog of WNZR pictures that can be used for social media postings and various marketing uses
- Maintaining the WNZR Church List, Mailing List and Birthday/Anniversary Lists
- Maintaining the WNZR Online Calendar

- Assisting the Station Manager with weekly checks of transmitter logs and traffic logs including filing
- Attending various meetings as a representative of WNZR
- Performing other duties as assigned by the Station Manager

Expectations for the successful candidate:

- Evangelical Christian confession of faith and experience required
- High School diploma required; Bachelor's degree preferred
- Able to adjust working hours based on station activities on campus and in the community
- Able to work holidays, school breaks, and special events
- Computer proficiency with Windows XP, Microsoft Office and Google Workspace
- Experience with Adobe Audition, Microsoft FrontPage, Photoshop, Illustrator, Go Live and In Design (preferred)
- Working knowledge of radio station operations including digital production (preferred but not required)
- Ability to lift 25 lbs

To be considered for this position, please email a resume to humanresources@mvnu.edu and complete the application, found at: <http://mvnu.edu/jobs/application>. Applicants submitting materials via email should attach either a Microsoft Word or .PDF File. Alternatively, materials can be faxed to (740-397-1005), or mailed to:

Mount Vernon Nazarene University
Human Resources
800 Martinsburg Road
Mount Vernon, OH 43050

Professional and personal references are required, consistent with the responsibilities associated with this position. A background check will be performed prior to appointment. Mount Vernon Nazarene University does not unlawfully discriminate on the basis of race, color, sex, national origin, age, disability, or military service in administering its employment policies and practices. As a religious educational institution under the auspices of the Church of the Nazarene, the University is permitted by law to consider religious beliefs/practices in making employment decisions and does so to achieve its mission. The University requires as a condition of employment that all employees subscribe to standards of the Church of the Nazarene and conduct their lives in accordance therewith.