POSITION: NSPR Communications Coordinator (Full-Time, Non-Exempt)

LOCATION: NSPR- North State Public Radio – KCHO- Chico and KFPR- Redding

ESSENTIAL JOB FUNCTIONS: Under the direction of the General Manager the NSPR Communications Coordinator is responsible for the coordination and implementation of all station communication. As part of this charge the incumbent is responsible for developing and implementing strategies to connect audiences with NSPR content on all digital distribution platforms, while working in partnership with the news team. The incumbent will serve as the homepage editor and site manager for websites and social media; a responsibility that includes curating, copy editing, proofreading, formatting web and written content, and maintaining a regular schedule of posts. The incumbent will assist and facilitate with the fundraising team with member and fundraising communication. The incumbent will supervise and maintain compliance of the FCC required Public File.

Responsibilities include: Social Media Management: Develop and manage the content for NSPR’s web, mobile and social media platforms with the goal of increasing audience and growing engagement. Create digital-first content across multiple platforms to expand and add content to NSPR’s podcast/broadcast. This includes quickly writing, editing and posting content, integrating images, slideshows, video, audio, links to the other resources and other content as appropriate. Ability to create enterprise content or multimedia packages as required. Facilitate the regular creation of digital content by NSPR staff members and independent producers and to coordinate their work into the site. Produce, create and edit the NSPR digital newsletter. Maintain the standards of journalistic ethics and excellence. Implement the station’s digital media strategy by researching, generating and posting content; monitoring and responding to engagement with followers; and ensuring social media aligns with overall University communications goals and priorities. Digital Communications: Draft and update NSPR’s digital media strategy annually to guide and grow station’s digital presence and effectiveness: Write and coordinate all e-communications, e-blasts, quarterly newsletter, pledge drive digital messaging and special event messaging. Evaluate emerging technologies and NPR digital services. Other Editorial and Communications Support: Copyedit and format other messaging as needed (print pledge drive materials, etc.) Support news staff as needed. Help with print ad design (CN&R, etc.) Community outreach. Create custom web pages (involves information gathering, e.g., calling regional partners) Supervision of the stations FCC required Public File. Backup for field and in-house production. NPR Code of Ethics and FCC Obscene, Indecent and Profane broadcast restrictions will apply to this position. Other duties include member services support for pledge fulfillment queries and other follow-up with donors and the key team member for on-air pledge drives, for coordinating digital messaging, assisting with donated goods and services, and support for scheduling guests and volunteers.

EMPLOYMENT STANDARDS: Required baccalaureate level study in humanities, communication, or related field of two to three academic years; preferred completion of four-year baccalaureate degree. Demonstrated understanding of the digital world – digital journalism, podcasting – and appreciation of editorial best practices. Excellent writing, grammar and proofreading skills. Knowledge of AP Style and CSU Chico editing. Ability to think graphically about multimedia content in an online setting. Ability to build brand identity. Demonstrated organization skills and a strong and demonstrated understanding of social media practices and tools. Familiarity with public broadcasting’s programs, (NPR, PRI, APM, BBC etc.) Possess broad computer skills and literacy including database management experience; be proficient with Microsoft Office Suite and particularly with Word, Excel and Outlook and all social media platforms. Proficient in HTML and Word Press.

DISCLOSURE OF CAMPUS CRIME STATISTICS
An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website: http://www.csuchico.edu/up.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
The CSU, Chico Research Foundation is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Research Foundation’s policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.
COMPENSATION: $15.00 per hour + benefits. Benefits include options for health, vision and/or dental insurance; employer contributions to a 403(b) retirement plan (beginning year 2); employer-paid life and disability insurance; and vacation, sick leave, and holidays. The employer is the CSU, Chico Research Foundation, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will. This position is subject to a background check including fingerprinting.

APPLICATIONS: Applicants must submit a completed CSU, Chico Research Foundation application, cover letter, current resume and three professional references. **Incomplete application packets will not be accepted. Application deadline is August 10, 2016.** Applications can be submitted:

**BY MAIL:**  
CSU, Chico Research Foundation  
Chico, CA 95929-0246

**IN PERSON:**  
CSU, Chico Research Foundation  
25 Main Street, 2nd Floor suite 206  
Chico, CA

**BY EMAIL:**  
rfhrjobs@csuchico.edu

**BY FAX:** (530) 898-3391

For questions, please contact the Research Foundation Human Resources office:

**BY PHONE:** (530) 898-6811 or **VISIT OUR WEBSITE:** http://www.csuchico.edu/rfdn/

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