RadioCATA Assistant – Part-time

CATA – El Comité de Apoyo a los Trabajadores Agrícolas (The Farmworkers’ Support Committee) has an opening for a part-time RadioCATA Assistant to work 12-20 hours/week starting ASAP.

The RadioCATA Assistant position will be based in Bridgeton, New Jersey.

Job Responsibilities

Specific job responsibilities include the following:

- Create announcements and content for RadioCATA
- Outreach to local businesses for underwriting
- Coordinate and communicate with current Volunteer DJs
- Ensuring compliance with FCC regulations for low-power community radio
- Recruit and train volunteer DJs and research new programming opportunities
- Establish “Community News” contacts and weekly programming
- Research and assist with potential antenna relocation

Job Qualifications

Required:

- Commitment to CATA’s mission of worker justice
- Experience working with radio equipment and technology
- Knowledge and experience working with Microsoft Office programs
- Ability to work collaboratively with staff and independently
- Bilingual in Spanish and English

Preferred:

- Previous experience working in a non-profit setting
- Previous experience in audio production/editing
- Vaccinated for COVID-19 or willing to get vaccinated

Application deadline

ASAP

To Apply:

Please send a resume with two references and a letter of interest to CATA’s Policy and Advocacy Organizer, Meghan Hurley at mhurley@cata-farmworkers.org.