



OPERATIONS MANAGER POSITION
Part Time Permanent (Paid)
And
KOFK BOARD SECRETARY
Part Time (Volunteer)

COMBINED JOB DESCRIPTION

The Operations Manager position and the Board Secretary responsibilities often overlap and may be combined or split between two individuals.

The Operations Manager is responsible for the administrative and overall organization for the Board of Directors of the Guild of St. Peter Educational Association (KOFK), an FM Catholic Radio station. The person in this position will report to the KOFK Board of Directors. The Operations Manager will be able to work independently, with assistance as needed from Board Members. The station broadcasts programming from Relevant Radio in Wisconsin. We receive the signal and re-broadcast from High Flats Road and the 4-Corners studio in Bozeman. There is no office at this location. The Operations Manager will work from his or her home and attend all Board Meetings.

The Board estimates that this position will take 10 hours per week on average, with a range of 0-20 hours. Special projects (fundraisers, etc.) could require more hours and additional hours would be compensated. This person will need to keep track of hours worked on station business and submit those hours for payment. Hourly wage is \$15.00/hour.

Administrative duties:

- Check post office box regularly (at least weekly).
- Check voice mail (at least every other day).
- Check email (at least every other day).
- Schedule and attend Board of Director meetings. Record minutes. Follow up with Board members on assignments and coordination of duties.
- Record quarterly pledge drive results.
- Compile donor names and maintain the list.
- Prepare and mail 503c receipts/cards for donations.
- Update the FCC website quarterly or as needed so the public file is up-to-date at all times.
- Keep and maintain organized records.
- Communicate when needed with Relevant Radio, other Catholic stations, and the public as well as other communications as directed by the board.
- Assist the Board as needed to contact/maintain/grow sponsorships
- Assist Board Members with correspondence and communication to parishes and outside individuals. Publishing skills such as fliers, posters, banners, etc. using APPs and online free software is highly desired.



Bookkeeping duties:

- Deposit checks, write thank-you notes
- Pay bills, subscriptions, dues, memberships
- Send invoices to sponsors
- File annual taxes (990) online with assistance as needed
- File annual corporation renewal (Montana Secretary of State) online with assistance as needed
- Prepare quarterly balance sheets and end-of-year (Dec 31) Profit and Loss statement.
- Assist in preparing annual budget

Requires knowledge of:

- General ease and comfort level with computers and Apps, or the ability to learn
- Spreadsheet software (for example, Excel) or ability to learn
- Credit card software (Square, PayPal) or ability to learn
- Email software (Outlook, Gmail, Mail Chimp etc.) or ability to learn
- Word Processing software (Microsoft Word)
- High level of professional communication skills
- Ability to organize and delegate tasks in an organized and professional manner.

Compensation:

Compensation will be paid monthly upon Board approval of monthly timecard.
Compensation is \$15/hour.

To Apply:

Please email any questions, as well as the job application to Connie Kantner, Board President, at: connie.kantner@kofkradio.org. Please feel free to apply if you have some of the skills but not all. Training will be provided. Radio experience is not required. The job is open until filled.