



Diocese of Laredo Job Announcement

Posting Date: April 04, 2024

Application Deadline: Until Filled

Position: Morning Show Host	FLSA Status: Non-Exempt
<p>Minimum Requirements: High School required. College degree, preferred. Experience: Live board operation, on-air, Disc Jockey, preferred.</p> <p>Required Knowledge and Skills:</p> <ul style="list-style-type: none"> • Knowledgeable and comfortable using Windows Operating systems. • Proficient with Microsoft Word and associated programs. Trainable on unfamiliar software. • Personable, friendly, and courteous to clients, co-workers, listeners, and others. A responsible self-starter and work well as a team member. Able to take direction and be a leader when necessary. <p>Other Requirements:</p> <ul style="list-style-type: none"> • High quality vocal, communication, and telephone skills <p>Preferred experience:</p> <ul style="list-style-type: none"> • PC based audio editing software experience. • Advanced experience on Audio Vault Automation Systems. 	
Start Date: Immediate	Location: KHOY
Position Status: Part-Time (15 hours per week)	Work Schedule: 6:15 am – 9:15 am Mon-Fri. Occasional work, and as needed.

Position Summary:

Operate all aspects of live assist/automated radio station as station policy dictates.

Essential Duties, Functions and Responsibilities:

 (complete job description available at the HR Office)

- Execute Station Format per format clock and prepared program logs.
- Ad-lib station I.D.s, time/temp, etc., to identify station. Execute on-air call-in type giveaways, and contests as directed, interact with callers (listeners).
- Prepare and deliver short scripted newscasts, ad-lib developing news, weather, emergency, or other information to keep audience informed of important happenings.
- Prepare recorded announcements as directed.
- Continuously monitor audio levels to ensure consistency and high technical quality of all programming elements.
- Monitor transmitter power levels and maintain transmitter EAS log as required by FCC Rules & Regulations.
- Advise management immediately of irregularities or malfunctions of any equipment.
- Conduct occasional outside station appearances and live remotes.
- Operate all necessary equipment as well as perform any other duties as assigned by Executive Vice President.

Additional Skills, Certifications or Licenses:

- Maintain a valid Texas Driver License, evidence of state required vehicle insurance and reliable transportation.

RESUMES ARE NOT ACCEPTED. EMPLOYMENT APPLICATION IS REQUIRED FOR CONSIDERATION.

For Employment Application, visit <https://www.dioceseoflaredo.org/employment-opportunities>

For additional information, please contact:

Office of Human Resources
Diocese of Laredo
1901 Corpus Christi St.
Laredo, Texas 78043
(956) 764-7867

Benefits: Part-time employees are eligible for limited benefits, upon completion of applicable waiting period. Join a team of individuals dedicated to providing service in a faith-filled work environment that promotes faithfulness, respect, joy and unity. Apply today.

We are the Diocese of Laredo!

The diocese reserves the right to revise, rescind or extend this job announcement