



**The Family Radio Network, Inc.  
Assistant Program Director (APD) & Drive-Time Host**

**Classification:** Full-Time, Exempt (Weekdays, occasional weeknight and/or weekend)  
**Location:** Appleton Wisconsin  
**Reports to:** Chief Programming Officer (CPO)  
**Benefits:** Please see current benefits policy

**Overview:**

The Family Radio Network, Inc. operates a network of radio stations known as The Family and is seeking a full-time Assistant Program Director & Drive-Time host. The position will assist the Chief Programming Officer (CPO) with programming needs along with hosting a Drive-Time show.

**Faith-Based Expectations:**

- Uphold and live out The Family Radio Network, Inc.'s mission, vision, and statement of faith.
- Provide servant leadership as patterned by Christ. Compassionate, speaking the truth in love, soliciting feedback, spiritual maturity, fostering an atmosphere for The Family team to flourish.
- Minister, pray and share the gospel with listeners and donors.
- Be actively involved in a local church.

**APD Responsibilities:**

- Assist CPO with music selection, generating music logs, maintain and update music scheduling software.
- Assist with maintaining on-air clocks.
- Generate and distribute music surveys and related reports, as required.
- Produce and edit production spots, as needed.
- Help assist the CPO with various daily production duties.
- Research and assist CPO in launching other digital formats.
- Produce podcasts from on-air shows.
- Creative verbal and writing skills.
- Help with copywriting, as needed.

**On-Air Duties:**

- Be an effective communicator who presents, develops, and deliver a live drive-time show that relates to our target audience, in accordance with The Family's statement of faith.
- Learn and understand "The Family" demographics and generate creative content for our target audience.
- Good storyteller who engages the listener and shares personal experiences that relates to our audience.

- Prepare and outline daily show content.
- Respond to listeners through Social media platforms.
- Proficient in Social Media platforms.

### **Public Appearances**

- Represents the station on-air and at events in a professional manner (nights and weekends required) This includes:
  - Participation in station events.
  - Representation at charity events, community events, etc.
  - Assist CPO with on-air promotions and attend promotional meetings, as needed.

### **Qualifications:**

- Proficient in running a broadcast board.
- Strong verbal and writing skills, interpersonal people skills.
- Experience using editing software such as Adobe Audition.
- Experience with Axia, Music Master and Wide Orbit, preferred.
- Experience creating on-air logs, preferred.
- Experience writing copy, a plus.
- Proficient computer knowledge using Microsoft office suite.
- Organized, self-motivated and ability to work with little supervision.
- Strong understanding of radio fundamentals.
- Ability to interact with others.
- Dedication to excellence.

### **Experience and Education:**

- 3 year minimum as on-air talent, programming, and production and APD experience.
- Bachelor's Degree preferred.

### **Physical Demands:**

- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle or feel objects; reach with hands and arms; climb stairs; balance; stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 + pounds. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

### **Other Duties:**

- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

### **Application & Resumes:**

- We are unable to consider resumes without an application. Please complete our online application at: [TheFamily.net](http://TheFamily.net) click on Careers.
  - The following must be included to be considered:
    - Cover Letter & Resume
    - Air check
    - Production samples
    - Video of you speaking about something you are passionate about

The Family Radio Network, Inc., WEMI-FM, WEMY-FM, WGNV-FM, WSTM-FM, WGNW-FM has established religious faith as a qualification for employment, as permitted by the FCC's instructions.