

Employment Opportunity

Living Bridge Media Assistant

Insight for Living Canada – Abbotsford BC

General Description

The Living Bridge Media department of Insight for Living Canada (IFLC) is responsible for producing and distributing audio broadcasts including the 30-minute daily Insight for Living program. The Living Bridge Media assistant works indirectly with this program, and with other supporting programs to ensure they meet our stringent standard of excellence.

Core Job Functions

Living Bridge Media Department, Quality Control (45%)

- Checking the daily Insight for Living program for quality and accuracy including any and all customizations against the scripts
- Checking the weekend Insight for Living program for quality and accuracy including any and all customizations against the scripts
- Checking short features and special programs for quality and accuracy
- Checking podcast metadata for quality and accuracy
- Monitor partner radio stations websites and audio streams for quality and accuracy
- Proofreading promotional material, checking for quality and accuracy as needed
- Administrating and distributing to staff documents such as quality control forms, script-tracking forms, broadcast scripting overview forms, broadcast schedules, etc.
- Distributing audio files as needed
- Transcoding audio files as needed
- Edits/re-writes announcer script copy as needed
- Communicates script changes to Living Bridge Media team as needed
- Assisting the Living Bridge Media team with ongoing projects as needed

Living Bridge Media Department, Administration (45%)

- Prepares radio station and listener correspondence when appropriate
- Handles filing of station communications as necessary
- Assists in fielding calls and inquiries from stations and Listener Ministries related to the IFLC and Paws & Tales broadcasts
- Collects and organizes monthly invoices
- Maintains LBM production calendar
- Codes department invoices for approval
- Orders office supplies, including printed materials as required
- Maintains department files
- Filing of scripts for ads/tags recorded
- Documents department procedures
- Assists with the updating and organization of physical media storage files
- Produces individual station reports as needed
- Produces monthly station reports and provides analysis
- Performing spot checks on Canadian paid stations (website checks, stream/audio checks, etc.)
- Checking CRTC for any news regarding broadcast policy or partner stations

Living Bridge Media Department, Professional Development (10%)

- Commits to the challenges of growth and development according to professional development plan created with the Living Bridge Media manager
- Pursues the designated knowledge and/or experience with a positive attitude
- Completes assigned tasks with excellence and in a timely manner
- Owns problems, creates solutions, and maintains personal accountability for results

Insight for Living *Canada*

Requirements

- Bachelor of Arts degree in communications, business, public relations, or other related field
- Experience using MS Office Suite
- Experience using Adobe Creative Suite
- Excellent oral and written communication skills
- High attention to detail with outstanding listening and organizational skills
- Demonstrates high level of flexibility and comfort in working with deadlines
- Comfortable working with studio and audio recording and editing equipment
- Comfortable working with many different audio file types such as wav, aif, mp3, mp2, m4a
- Good ear for sound
- Can produce exceptional products with short deadlines and quick turnarounds
- This is a full-time position (40 hours per week) with the opportunity for advancement

Accountability: The Living Bridge Media assistant is accountable to the media and marketing manager. It is crucial to understand and support the mission and core values of IFLC.

Remuneration: Insight for Living Canada offers a competitive salary and benefits package

Mission: Excellence in the Communication of Biblical Truth and its Application

Core Values

Character in ourselves

Honour for others

Accountability for our motives and actions

Grace in our relationships

Excellence in our pursuits

Glory to our God

Joy in our atmosphere

To apply please submit a cover letter and resume to info@insightforliving.ca.

We thank all applicants, however, only those selected for interviews will be contacted.