



**Position:** Operative Manager

**Reports to:** Director

**Classification:** Non-Exempt

***Responsibility Summary:***

Represent Radio Santísimo Sacramento (RSS) and its mission between the community in parishes and other audiences. Provide support and coordination to develop community and fundraising opportunities. Actively participate in staff retreats, meetings, and planning sessions. Visit parishes to establish relationships and create community, while gaining more ambassadors. Support the different fundraising activities for the radio prioritizing north area, while reaching appropriate goals according to the objectives of the Radio.

Managing the development and results of the Radio Santísimo Sacramento station in north area, supervises the station's on-air transmission, and will promote the inclusion of the northern area community in radio programming. Establishes the necessary strategies in conjunction with the Director to achieve the continuous development and success of RSS.

This position will require some evening and weekend responsibilities and occasional overtime supporting events.

***Typical Duties:***

- Underwriters: Source and secure Underwritings (UW) (businesses that can donate to our radio in exchange for announcements). Nurture and foster a constant relationship with them and be in charge of the entire process to produce, install and keep them.
- Foster relationships with RSS benefactors through visits and interactions as often as necessary.
- Establish consistent communications with parishes while visiting to increase community relations, coordination of materials, and the signing up of ambassadors at parishes. Maintain permanent communication with communities, ambassadors, and priests. Coordinate and participate in community events to promote RSS. Own and manage the RSS booth at internal and external events when necessary. Update and maintain contact relationship database.
- Establish with the Director short-, medium- and long-term goals for the growth and advancement of our radio on the North Community.

***Other Duties:***

- Participation and collaboration in the content of radio programs for the benefit of the northern area community.
- Help with other radio necessities as needed.

***Minimum qualifications:***

- Certificates in basic foundations of the Faith.
- Constant preparation and interest in matters related to the Faith.
- Knowledge of the environment of the diocese.
- Some knowledge about FCC legal framework.
- Good human and public relations.
- Good communication skills.
- Good oral and written expression.

**Education:** Preferable bachelor's degree, some faith certifications.

**Experience:** at least three years of experience in radio and community development.

**Skills / Knowledge:** Knowledge in basic radio tech and programming software; professional temperament and appearance; practicing Catholic with knowledge and general understanding of the Catholic Church; continuing Faith Formation by attending approved diocesan formation. Excellent interpersonal skills. Thrives in a team-oriented environment and can handle multiple assignments and prioritize workload while meeting deadlines. Bilingual is preferred. Must be willing to work radio events on weekends and nights as necessary.