



Higher Rock Radio Administrative Technician

Mission

Support the mission of Calvary Chapel Meridian in making disciples for Jesus, by effectively using the parameters of radio broadcasting to reach the Community of Meridian. Evangelize the truth of the Word of God to residents through the broadcast message.

Description

Assist the Radio Station Manager in the daily operation of the Station. Be able to maintain logs, complete research, make recommendations and be visionary so as to anticipate needs. The radio station is often changing, and it is necessary to embrace and effect those changes in a graceful and humble manner. Be willing to cross train into different functions necessary for the successful operation of the station in order to provide relief in those areas as needed.

Qualities

- Agree with the Calvary Chapel Meridian Mission Statement of Faith
- Seek the Lord daily in Bible devotion and prayer
- Attend at least one main church service per week
- Ability to work independently with little supervision
- Ensure that all Logs are completed and current
- Ability to work well with others both on an individual basis and in a group setting
- Be a servant leader and help others meet the goals of our mission statement
- Focus on making disciples

Responsibilities

- Maintain Logs necessary for E.A.S. & KIDH playlist on Higher Rock Radio
- Meet with the station manager as needed to ensure effective operation of KIDH
- Agree to fulfill the time commitment agreed upon with station manager
- Work in tandem with other ministries to ensure all radio ministry needs are met
- Arrange meeting, compile reports, communicate with team members as needed
- Model the Grace, Love and Humility of Jesus in all you do
- Be committed to Radio Ministry team members and help them grow skillfully and spiritually
- Provide positive problem-solving skills to all challenges and issues in the ministry
- Make recommendation to improve systems and the operation of the radio station
- Be in communication with the Administration Ministry at Calvary Chapel Meridian
- Be a servant and always assist others to meet their ministry goals