



## **CCB Media Operations Assistant**

**Cape Cod Broadcasting Media** (99.9 the Q, Cape Country 104, Cape Classical 107.5, Ocean 104.7 and CapeCod.com) Submission of **both** a cover letter and resume is required for employment consideration.

CCB Media is seeking a full-time Operations Assistant to help operate our radio stations. Weekend availability with on-air and radio board operation experience is essential.

### **Brief Overview of Responsibilities:**

- Help coordinate the continuous, multifaceted daily operations of the radio station, ensuring compliance with broadcast standards, company policies, and relevant regulations.
- Work closely with Operations Manager to develop the vision/strategy for programming, brands, digital and operations.
- Helps maintain accurate schedules, records, discrepancy reports, and follow-through communications, and ensures that all on-air broadcast programming complies with FCC rules and regulations.
- Participates in the establishment, organization, and implementation of short- and long-range goals, objectives, policies, and operating procedures.
- Assist in planning, design, and maintenance of organizational structures and systems that enable programming staff members to effectively accomplish the organization's mission, goals, and objectives.
- Participate in helping with continuous station operations; help train, schedule, retain and performance management.
- Help develop and implement systems to maintain records on station operations, equipment, and compliance activities.
- Provide advice and assistance to senior management in the planning, implementation, and evaluation of modification to existing operations, systems, and procedures.
- Research and make recommendations to management pertaining to acquisition of operating equipment; participate in the development and management of annual operating budgets.
- Provide services as an on-air host, as required.
- Perform miscellaneous job-related duties as assigned.
- Help develop and implement training for improvement of skill gaps in teams.

### **Qualifications:**

- Applicant must have at least 5 years of experience directly related to the duties and responsibilities specified
- Proven experience in managing social media branding, digital and marketing
- Proficient in digital automation systems

Email your cover letter and resume to: [careers@ccb-media.com](mailto:careers@ccb-media.com)

Cape Cod Broadcasting Media is an Equal Opportunity Employer committed to the goals of workplace diversity and nondiscrimination.