Canoe FM Summer Job Posting for 2025
Canada Summer Jobs
Media Coordinator -Summer Position

Canoe FM, as a not for profit, volunteer- based community radio station in Haliburton, Ontario. Our mission is to provide balanced programming, including entertainment and vital information to the Haliburton Highlands. Canoe FM strives to showcase local talent, meet and partner for the development of the community. Canoe FM is operated by over 120 volunteers.

Canoe FM is looking for a friendly, motivated, service oriented team player to fulfill a Canada Summer Job funded position. Canada Summer Jobs provides funding to not-for-profit organizations, public-sector employers and small businesses with 50 or fewer employees to create summer job opportunities for youth aged 15 to 30 years.

This position runs for 8 weeks at 35 hours per week
(7 hours per day – flex hours, some Saturdays)

Rate of Pay will be $20.00 per hour.
Anticipated Start Date: June 16, 2025
To see a complete job description go to www.canoefm.com

Physical Environment: moderate; requires some heavy lifting (over 20 kg)

Key Responsibilities:

- Work with the Marketing Committee in promoting events, contests and interviews
- Work with Sales Department
- Contact businesses and organizations to arrange for station interviews.
- Assist the Bingo Team with paperwork and programming.
- Assist the Radiothon Committee with the implementation of this fundraiser
- Ensure social media is updated and pictures posted (Twitter, Instagram, Facebook)
- Answer phones, direct inquiries, assist customers, sell tickets
- Know and be familiar with the community

Job Description:
The key role in the position is to ensure that Canoe FM is providing exceptional customer service to our listeners and community members.
We are looking for an individual who will coordinate and work with volunteers on promoting the station, work on fundraising events and assist our sales department.
The successful candidate will have a unique opportunity to work and learn in a not for profit, volunteer based, community radio station.

Job Skills:

- Extremely organized with the ability to multi task
- Self-motivated, team player with a positive pro-active attitude
- Excellent communication and interpersonal skills
- Proficient with Microsoft Office
- Familiar with updating various forms of Social Media

Canoe FM's employment practices are accessible to meet the needs of employees and job applicants with disabilities.

Only selected applicants will be contacted for interivews.

Please call Roxanne at 705-457-1009 if you have any questions with regard to this job.

Please email your resume with a cover letter, to manager@canoefm.com or drop it off to the station which is located at 739 Mountain Street in Haliburton by May 16, 2025.