

## I. On-Air Host (KVNE Afternoons)

**Reports to:** Vice President of Programming

### A. JOB OVERVIEW

#### **The Ability to Share the Gospel of Jesus Christ with Others**

First and foremost, the On-Air Host must be able to effectively minister and communicate to listeners and others in the community the heart of what it means to follow Jesus Christ wholeheartedly. This must come, not simply from head knowledge, but from a vibrant and active daily walk with Jesus Christ as personal Savior.

Under the administrative supervision of the Encouragement Media Group VP of Programming, the On-Air Host ensures that assigned duties and specified on-air shows are of a consistently high quality, in harmony with the mission of Encouragement Media Group, and in accordance with EMG policies and the rules and regulations of the Federal Communications Commission. Must be consistently on-time for daily work assignment.

### B. RESPONSIBILITIES AND DUTIES

1. **Live On-Air Show on KVNE in the afternoons, Monday – Friday.**
2. **Voice Tracking Weekend shifts on KVNE.**
3. **Voice Tracking Weekday and Weekend shifts on Lift Worship.**
4. **Voice Tracking Weekday shifts on The Well.**
5. **Fill-in as a live on-air host in other day parts when other hosts are out of the office.**
  - a. Put together a well-planned, connective and professional daily show in a way that points people to Jesus.
  - b. Host your show in a relatable and connective way that will build the audience.
  - c. Must effectively deliver relational content consistent with EMG mission statement.
  - d. Research the audience. Know whom you are talking to and work to build on that.
  - e. Create content that is relational, relevant & important to our 25-49 female demo.
6. **Available to broadcast during weather emergencies as needed.**
7. **Assist with the scheduling of music and program logs.**
8. **Serve as an on-air host during Encouragement Media Group funding drives.**
9. **Work with the VP of Programming or Assistant Program Director in the development of your skills.**
10. **Image and promote the station to the community by attending station functions like concerts, donor events, remote broadcasts, speaking engagements and community events.**
11. **Regularly meet with VP of Programming and/or Assistant Program Director for the fulfilment of goals.**
12. **Use of production skills to enhance overall ministry product.**
13. **Maintain a social media presence for Encouragement Media Group, as directed by the VP of Marketing and Community Outreach.**

**14. Perform other Encouragement Media Group duties as assigned.****C. QUALIFICATIONS**

- Enthusiastic and optimistic attitude
- Creative Self-starter
- Excellent written, verbal and interpersonal skills
- Time management and flexibility with job duties

The aforementioned statements are not intended to encompass all functions and qualifications of the position; rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform tasks not specifically addressed in this job description.

**II. Ministry Qualifications**

- A born again believer of Jesus Christ with a strong and growing walk with the Lord (Romans 3:23, Romans 6:23, Romans 5:8, Romans 10:13, Romans 10:9-10)
- A heart for service, with Jesus Christ serving as our example (John 13:1-17)
- Committed to uphold and integrate the Encouragement Media Group model of pointing people to Jesus as a core process and belief. This includes communicating the heart of the Gospel while with listeners in person, by phone, social media, letter or other form of communication. (Mark 16:15, Psalm 96:3)
- Willingness and eagerness to pray to God the Father, through His Son Jesus Christ, verbally (out loud) for and with fellow staff members, listeners and people in the community.
- Ability to answer basic questions about the Christian faith and explain to someone how they can become a Christ-follower
- Agreement with and a willingness to hold to the Encouragement Media Group Statement of Faith in both belief and practice
- Willing and committed to hold to the policies described in our employee manual
- Willing and able to lead and participate in required staff prayer times and Bible-based devotionals in the context of our beliefs as outlined in our Statement of Faith
- Commitment to be active in a local Bible-believing church, recognizing the importance of such a commitment. (Hebrews 10:25, I Timothy 5:17)

- **C** = Constantly (At least Daily)    **F** = Frequently (At least Weekly)    **O** = Occasionally (At least Monthly)    **R** = Rarely (Annually)

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\*Essential Physical Effort / Working Conditions Marked with an asterisk \*

**Physical Demands:**

**Vision/Sight/Hearing:**

**Physical Strength:**

|                           |          |   |          |                         |           |
|---------------------------|----------|---|----------|-------------------------|-----------|
| Standing*                 | <b>F</b> | Vision-Far Acuity*                      | <b>O</b> | Sedentary Work*         | <b>C</b>  |
| Walking                   | <b>F</b> | Vision-Near Acuity*                     | <b>C</b> | Light Work*             | <b>F</b>  |
| Sitting*                  | <b>C</b> | Vision-Depth Perception*                | <b>C</b> | Medium Work             | <b>O</b>  |
| Lifting                   | <b>O</b> | Vision-Peripheral                       | <b>C</b> | Heavy Work              | <b>O</b>  |
| Carrying                  | <b>O</b> | Color Vision*                           | <b>C</b> | Very Heavy Work         | <b>R</b>  |
| Pushing*                  | <b>O</b> | Listening*                              | <b>C</b> | Amount / pounds lifted  | <b>50</b> |
| Pulling*                  | <b>O</b> | Hearing Acuity                          | <b>C</b> | Amount / pounds carried | <b>50</b> |
| Climbing                  | <b>O</b> | <b><u>Environmental Conditions:</u></b> |          |                         |           |
| Balancing                 | <b>O</b> | Extreme Cold                            | <b>O</b> |                         |           |
| Stooping                  | <b>O</b> | Extreme Heat                            | <b>O</b> |                         |           |
| Kneeling                  | <b>O</b> | Temp Changes                            | <b>O</b> |                         |           |
| Reaching*                 | <b>O</b> | Humid                                   | <b>O</b> |                         |           |
| Fine-Motor Handling*      | <b>C</b> | Noise*                                  | <b>F</b> |                         |           |
| Time-Sensitive Reactions* | <b>C</b> | Vibration                               | <b>O</b> |                         |           |
| Feeling*                  | <b>O</b> | Work Alone and Around Others*           | <b>F</b> |                         |           |
| Talking*                  | <b>C</b> | Time-Sensitive Deadlines*               | <b>F</b> |                         |           |
| Rep. Motion*              | <b>C</b> | <b><u>Travel Requirements:</u></b>      |          |                         |           |
| Eye / Hand Coordination*  | <b>C</b> | Local day trips                         | <b>O</b> |                         |           |
| Eye / Foot Coordination   | <b>F</b> | Overnight                               | <b>O</b> |                         |           |

I understand the requirements of this Marketing Position and am capable of performing these tasks.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_