

VSS Catholic Communications, Inc.
Spirit Catholic Radio
Position Description
April 2021

JOB TITLE: Engineering Assistant

REPORTS TO: Chief Engineer

JOB TYPE: Full-Time Exempt

HOURS: Monday through Friday 8:00 am to 5:00 pm (some evenings and weekends will be required)
This position will operate from our Omaha office located at 13326 A St.

SUPERVISES: None

DUTIES AND RESPONSIBILITIES:

- Assist the Chief Engineer with operational issues maintaining technical standards.
- Support FCC compliance according to Code of Federal Regulations and the FCC compliance template.
- Assist in a preventative maintenance program to include scheduled inspection, cleaning, maintenance and monitoring of all equipment systems to insure optimum operation.
- Document equipment problems and any resolutions taken.
- Assist in any remote broadcast operations where technical intervention is needed, as well as operation of equipment, and communications with producer at the studio depending on event.
- Assisting with new projects, planning and building out.
- Assist in maintaining technical and EAS logs for all stations.
- Be able to handle issues when the Chief Engineer is absent.
- Assume on-call responsibilities as assigned.
- Perform other tasks as assigned.
- Continued education.

QUALIFICATIONS:

- Strong faith life and respect for the Catholic teachings.
- Associates Degree in Radio/TV Broadcasting, or equivalent experience.
- 2+ years of broadcasting and/or technical radio experience desired.
- SBE certification desirable.
- Ability to solder and desolder electronic components.
- Ability to use basic test equipment.
- Exhibits attention to details.
- Be able to communicate professionally with other staff and people outside of the station.
- Some IT experience preferred.
- Ability to lift 50 pounds.
- Valid driver's license required.
- Ability and willingness to travel, as directed.

SALARY: This is a full-time position. Annual salary depends on experience. Excellent benefits including Medical and Dental, 401k retirement plan with employer match to 6%, paid vacation, holidays and sick leave. Also provide Accidental Death and Dismemberment, Long-term Disability and Life Insurance at no cost.

TO APPLY:

Send resume and letter of interest with resume, salary requirements and three job related references to:

Jim Carroll
Executive Director
Spirit Catholic Radio
13326 A Street
Omaha, Nebraska 68144

Or visit www.spiritcatholicradio.com/careers and click the “Apply Now” button.

Failure to send letter of interest and resume, salary requirements (range is ok but will not accept “negotiable”) or references will result in your application being overlooked. All information provided will be held in the strictest confidence.

All résumés and general inquiries will be retained for a maximum of one year. Only qualified applicants will receive an interview due to the high volume of applications expected.