



## **KAWC/KOFA Content Director**

Ready to shape the future of local storytelling? As our KAWC/KOFA Content Director, you'll lead the development of compelling, community-centered content across radio, digital, and emerging platforms. Bring your creativity, leadership, and passion for public service journalism to a team that's committed to elevating local voices.

### **Salary:**

\$52,598– \$55,753 per year, depending on experience.

### **Summary of Function:**

The KAWC/KOFA Content Director is responsible for strategic and editorial leadership of the creation, production, and distribution of content across all KAWC and KOFA platforms. The Content Director shapes the editorial vision, ensures journalistic integrity, and fosters a creative, inclusive, and collaborative content culture that informs, educates, and engages the diverse communities of Yuma and La Paz Counties. The Manager directly supervises full-time, part-time, student, and volunteer content creators, producing news and cultural programming consistent with KAWC and KOFA's mission.

### **Typical Duties:**

- Serves as Managing Editor for all news and public affairs programming. Assign, edit, and approve local reporting, interviews, and feature production. Ensure all content meets ethical, legal, and factual standards. May serve as on-air host or interviewer for select projects or special coverage.
- Lead editorial planning, production, and distribution of news, music, and digital content across KAWC, KOFA, and online platforms. Establish and maintain the stations' editorial standards and creative direction.
- Supervise, coach, and evaluate full-time, part-time, student, and volunteer content creators. Cultivate a supportive, professional environment that emphasizes mentorship, creativity, and teamwork.
- Serves students by leading the KAWC Student Newsroom partnership with AWC faculty, integrating student reporters and producers into daily workflows and mentoring them in journalistic and technical skills.
- Collaborate with the Operations and Development Directors to coordinate programming schedules, community engagement, and on-air fundraising initiatives.
- Oversee compliance with FCC and institutional requirements, including adherence to AWC policies, ethical journalism standards, and funding or grant documentation related to content production.
- strengthen KAWC/KOFA's service, sustainability, and local relevance.
- Support and participate in strategic planning initiatives and performs other duties as assigned.

### **Required Qualifications:**

- Bachelor's degree in journalism, communications, media production, or related field
- Minimum 5 years of professional experience in news, broadcast, or multimedia production
- Documented experience and familiarity with audio production, editorial workflows, and content management systems
- Note: Candidates with experience in a public media or educational broadcasting environment should include documented experience on application materials

### **Additional Eligibility Requirements:**

- Arizona Driver's License or Equivalent

### **Classification:**

- Exempt

**Position Type & Work Schedule:**

- Full-time, 12-month position
- 40 hours per week
- Work flexible schedule to meet the program, department, and/or institutional needs, which may include adjustments to work schedule, nights, and/or weekends

**Knowledge, Skills, and Abilities:**

- Knowledge of supervisory principles, practices, and techniques
- Knowledge of journalistic ethics and editorial standards
- Knowledge of music and cultural programming strategies for public radio audiences
- Skill and competence in standard office and production software (Microsoft Office, Adobe Audition, newsroom systems, etc.)
- Skill in coaching and developing creative staff
- Skill in storytelling, writing, and editing skills for broadcast and digital platforms
- Skill in effective interpersonal communication and conflict resolution
- Ability to complete all departmental and/or institutional mandatory training or development
- Ability to work independently and contribute to a collaborative team environment
- Ability to communicate effectively, verbally, in writing, and in a public setting, and to relate to others in a professional manner
- Ability to maintain confidentiality of protected information and follow FERPA and privacy guidelines
- Ability to supervise and schedule the work of others
- Ability to demonstrate strong organizational and time-management skills
- Ability to balance multiple projects successfully
- Ability to operate relevant equipment required to complete assigned responsibilities for the position • Ability to engage in and demonstrate strong leadership, mentoring, and communication skills
- Ability to adapt and maintain professional composure in emergent situations
- Ability to demonstrate integrity, professionalism, and civility in all job-related actions
- Ability to adapt to a dynamic workload and changing technology environments
- Ability to plan and execute multi-platform content campaigns
- Ability to work collaboratively in a diverse and dynamic team environment
- Ability to analyze problems, identify solutions, and take appropriate actions to resolve problems using independent judgment and decision-making processes
- Ability to establish and maintain positive, effective, and collaborative relationships with individuals at all levels of the organization, students, and the public

**Work Environment:**

- Inside office environment with normal noise and lighting levels
- Work is performed in an open office environment with staff, students, community contacts, and interruptions
- Working environment may include various locations across the service district, with varying noise levels, indoor and/or outdoor locations as needed to support program, department, or institutional needs

**Physical Demands:**

- Prolonged periods sitting at a desk and working on a computer
- Safely and appropriately operate golf carts or district vehicles

**Travel:**

- Required to travel to other locations using various modes of private, commercial, or fleet transportation, and as needed to support program, department, and institutional needs

**Note:**

- Yuma Campus
  - Benefits Eligible
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**APPLICATION PROCEDURE:**

The following materials must be uploaded at the time of application. Any materials submitted via e-mail, fax, or mail will not be accepted. Applications missing any of the below requirements will be considered incomplete and will not be reviewed.

1. Completed Application
2. Resume (no more than 3 pages)
3. Cover Letter
4. Unofficial Transcripts

**ADDITIONAL DETAILS:**

- The statements in this posting describe the general nature, level, and type of work performed by the individual(s) assigned to this classification and are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified.
  - The institution and its designated representatives reserve the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice
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**ADDRESS INQUIRIES TO:**

Arizona Western College  
Human Resources

Phone: (928) 344-7505 / FAX: (928) 317-6001 / TTY: (928) 344-7629

Email: [Human.Resources@azwestern.edu](mailto:Human.Resources@azwestern.edu)

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