

**JOB OPENING:** Producer/Programmer

**SUMMARY OF POSITION**

Radio Bilingüe (RB) is seeking a full-time producer/programmer in Salinas, California, to support RB's KHDC's Youth Radio Project. KHDC is RB's radio station that airs throughout the Salinas Valley. This position will work closely with RB's Regional Manager and Youth Radio Coordinator to ensure all radio productions created as part of the Youth Radio Project are produced and ready for broadcast. The ideal candidate will share Radio Bilingüe's passion for Latino-controlled independent media and elevating Latino concerns and voices. The ideal candidate will also enjoy mentoring and collaborating with youth. This position reports to RB's Regional Manager based in Salinas, California.

**DUTIES**

- Produce radio messages by researching topics, writing scripts, voicing, editing and collecting audio interviews for a variety of short format programming, including educational messages, testimonials, promotions, features, and mini dramas.
- Research topics, organize, prepare talking points and questions and host live talk shows. Provide guests with background information about KHDC and Radio's Bilingüe more broadly.
- Assist in the training of youth producers related to the creation and production of a variety of radio programming.
- Write/translate program announcements as directed.
- Participate in community events and broadcast radio programming remotely from those events.
- Maintain an archive of all production work.
- Provide materials to the RB evaluation team upon request.
- Maintain quality control for on-air productions.
- Assist in posting of produced content to RB's website and social media platforms.
- Perform other duties as assigned.

**QUALIFICATIONS**

- Four years of combined education and/or experience in radio production and/or similar competencies
- Bilingual Spanish and English; must be able to speak and read Spanish and English fluently
- Excellent creative writing skills
- Experience in on-air announcing
- Computer proficiency; familiarity with digital editing software and techniques.
- Ability to meet deadlines and able to work independently.
- Ability to travel throughout the Salinas Valley
- Available to work flexible hours (evenings and weekends may be required) e to travel and work flexible hours.

**COMPENSATION**

The salary range for this position is \$45,000 to \$50,000 annually, depending on experience. This is a regular, full-time position that requires flexible scheduling for work during weekends and evenings. Our comprehensive benefits package includes vacation and sick leave, health, dental, and life insurance; a retirement plan; a supportive team culture and support for professional development activities.

**WORK LOCATION:** This position is based in Salinas, California.

**TO APPLY:** Email resume to [saldivard@radiobilingue.org](mailto:saldivard@radiobilingue.org).

## **ABOUT RADIO BILINGÜE**

Radio Bilingüe is the leading Latino-controlled noncommercial radio network and the preeminent producer and distributor of bilingual programming in the nation's public media system. For more than 40 years, RB has been serving Latino and indigenous farmworkers and other low-wage essential workers in the U.S. with essential news and information as well as opportunities for civic engagement. The Fresno-based network owns and operates 25 FM public radio stations in California, Colorado, Arizona, New Mexico and Texas as well as a national Spanish language news and information service, which is used by more than 75 affiliates across the U.S. The nationally distributed programs, *Línea Abierta* and *Edición Semanaria*, have been on the air for more than 25 years. Radio Bilingüe has deep roots and core audiences in California's San Joaquin Valley. Its flagship station, KSJV, has been anchored in Fresno since it went on the air in 1980.

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Radio Bilingüe is an equal opportunity employer that is committed to ensuring diversity, equity and inclusion in the workplace. We strongly encourage people from all backgrounds to apply for our open positions. All qualified applicants for employment will receive consideration without regard to an individual's race, race, religion, ancestry, national origin, sex, sexual orientation, gender identity, transgender status, age, mental or physical disability, military or veteran status, marital status, medical condition or any other characteristics as protected by federal, state and/or local laws.