

Assistant Station Coordinator – Allegheny Mountain Radio

An Assistant Station Coordinator for Allegheny Mountain Radio reports directly to the Station Coordinator for their station or someone designated by the General manager. An AMR Assistant Station Coordinator provides direct support for their Station Coordinator in the day-to-day operation of their station.

Primary responsibilities of an AMR Assistant Station Coordinator include, but are not limited to the following:

- Provide support for the day-to-day operation of the local studio.
- Help identify local sources of programming
- Contribute news stories as needed.
- Record/produce/edit on air segments as needed.
- Help identify local businesses and organizations as potential underwriters.
- Work directly with local Community Advisory Committee.
- Be prepared to host a scheduled air shift or fill in as needed.
- Participates in all aspects of on air fundraising
- Other duties as assigned by the Station Coordinator or designated supervisor