



*Pride of the Ojibwa*

13394 W Trepania Road  
Hayward • Wisconsin • 54843

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**\*\*Job Announcement\*\***

## **WOJB Radio Station General Manager**

**Posting Date:** August 25, 2020  
**Closing Date:** Open Until Filled  
**Salary:** Negotiable (D.O.Q.)  
**Location:** WOJB Radio Station  
**Supervision:** Tribal Governing Board

### **Position Summary:**

The General Manager for the LCO WOJB Radio Station will be responsible for the overall operations, including but not limited to staffing needs, financial status, employee supervision, public relations, and any other operational matters that may arise. The GM will provide supervisory responsibilities in accordance with internal policies and procedures as well as the LCO Tribal Government Personnel Policies and Procedures. The GM will ensure increasing levels of customer and employee satisfaction through management, customer relation service and internal employee relations service.

### **Qualifications:**

1. Tribal Preference.
2. Mature Adult.
3. Bachelor Degree in Mass Communications preferred.
4. Must have experience in personnel management, fundraising, budget & financial management.
5. Two years' experience working at a non-profit organization(s) or public radio station.
6. Management experience must include demonstrated skills in fiscal management, leadership, team facilitation and effective written/oral communication.
7. Must be able to pass a background check.
8. Must be able to pass a pre-employment drug screen.

### **Required Skills, Knowledge and Abilities:**

1. Ability to work with diverse individuals and organizations.
2. Knowledge of marketing process.
3. Ability to plan, conduct and participate in meetings to promote team management.

*LCO Tribal Government  
Human Resource Department  
WOJB General Manager*

4. Ability to establish positive employment practices that include, but not be limited to, training, scheduling, taking corrective discipline actions, and completion of employee evaluations.
5. Ability to effectively communicate both verbally and in writing.

**Duties and Responsibilities:**

1. Coordinates, and directs the operation of the Lac Courte Oreilles Ojibwe Public Broadcasting Corporation to ensure compliance with all federal and state regulations and standards for public broadcasting.
2. Supervise station personnel including recommendations for hiring, performance evaluations, training and problem resolution.
3. Assist with all fundraising events and direct mail campaigns (on & off air).
4. Develops and coordinates grant proposals and underwriting campaigns.
5. Responsible for implementing and executing annual budget planning process and monitors expenditures on a monthly basis.
6. Generates and maintains stations records, reports, and submission to include all federal and state regulatory reporting requirements and tax returns.
7. Representation to all major donors, foundations, and organizations involved with WOJB, i.e. National Public Radio, Corporation for Public Broadcasting, National Federation of Community Broadcasters, Center for Native American Public Radio, and the American Indian Radio on Satellite which includes:
  - a. Participation in conferences and policy meetings, and
  - b. File required reports and surveys, and
  - c. Represent WOJB and Indian interest within overall public radio systems.
8. Oversee the duties of the Engineer to ensure compliance with Federal Communication Commission guidelines.
9. Perform on-air shifts as needed.

**APPLICATION PROCEDURE:**

Submit completed LCO Employment Application including Release and Authorization Form (available upon request or on the Tribe's website) along with a cover letter, resume and at least three (3) letters of reference. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

**MAIL, FAX OR EMAIL ALL INFORMATION TO:**

**Lac Courte Oreilles Tribal Government  
Attn: Human Resource Department  
13394 W Trepania Road  
Hayward, WI 54843  
Fax (715)634-4797  
HR Fax (715)699-1209  
[doreen.debrot@lco-nsn.gov](mailto:doreen.debrot@lco-nsn.gov)  
[caroline.yellowthunder@lco-nsn.gov](mailto:caroline.yellowthunder@lco-nsn.gov)**

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*Tribal preference will apply to qualified applicants in accordance with the Lac Courte  
Oreilles Policies & Procedures Manual.*