

# **`Olelo Community Media**

## **Job Title: Broadcast Scheduler**

Employment Type: Full-Time

FLSA Status: Non-exempt

Department: 52

Reports To: Programming Manager

## **Job Summary**

Process and maintains submitted program data, prepares daily program log for scheduled on-air programs using a computerized scheduling system, maintains online video-on-demand system.

Other duties assigned by the Programming Manager

## **Essential Duties**

- Process submitted program data into scheduling system.
- Prepares daily program log for on-air broadcast.
- Maintain video -on-demand meta data.
- Work with related departments to troubleshoot data discrepancies.

## **Secondary Duties**

- Advance PC knowledge and experience with MS Office and data base software
- Ability to accurately type at least 45 words per minute.
- Demonstrated ability to perform multiple tasks. Position requires staff member to be thorough, organized, and attentive to detail.
- Ability to problem-solve quickly, with creativity and flexibility
- Ability to communicate and work effectively with people of diverse social, cultural, economic, age, gender, and racial backgrounds
- Ability to work both independently and in partnership with other team members, both in the agency and in the community, working effectively with others to achieve common goals
- Competing demands and priorities
- Multiple tasks and deadlines
- Quick decision-making, use of sound judgement, and immediate problem solving.
- Communicate clearly, effectively, and professionally, both verbally and in writing.

## **Supervisory Responsibilities**

This job has no supervisory responsibilities.

## **Education**

High School Diploma or Degree or Certificate in Communication or Computer Science or equivalent experience

Minimum of one-year experience in scheduling (trafficking) programs or high-volume accurate data entry desirable.

## **Physical Demands**

Long periods of sitting, long periods of computer usage.

Ability to lift up to 25 pounds

Competing demands and priorities

Multiple tasks and deadlines

Quick decision making, use of sound judgement, and immediate problem solving