



04.22.09

IMMEDIATE OPENING

AACIS Program Coordinator

Salary Range: \$40,000 - \$50,000 commensurate with experience

The Alamo Area Community Information System (AACIS), in partnership with the San Antonio Area Foundation, is searching for a program coordinator with proven project management leadership and expertise in multi-media communication, journalism, and video technology to coordinate and lead the organization's innovative communication and information resource projects.

Specific Responsibilities include:

Oversight of day-to-day production of neighborhood NOWCast webcasts, multi-bureau staff and voluntary citizen journalists, budget administration, and strategic planning for online broadcast platform. Strong working knowledge of live webcast and television production with a sense of pacing, graphics, and creative storytelling techniques is required.

Candidate is also responsible for coordinating data center and community services projects and effectively utilizing applications across all three projects.

Candidate should have outstanding organizational, interpersonal, and motivational skills. Prior experience with digital and multi-media preferred. Candidate will provide regular updates to the ACCIS Policy Group and attend supervisory meetings as scheduled.

Qualifications:

- Proven project management experience
- Strong journalistic skills and writing proficiency. Excellent management, organizational and communication skills
- Experience with news and public affairs production including on-air skills and knowledge of broadcast equipment (including computer and digital editing)
- Strong journalistic ethics and leadership to motivate, challenge, and train multi-bureau news teams

Qualifications (continued):

- Ability to work with a variety of volunteers and staff in a cooperative, progressive organization
- Familiar with the San Antonio community and demographics
- Sound editorial judgment and on-air presence
- Knowledge of social networking trends and applications. Advanced computer skills and the ability to adapt to rapid technological changes
- Bachelor's degree in broadcasting, radio/television production, or multimedia communication or equivalent combination of education and experience
- Strong interpersonal skills, flexibility, collaboration, creative thinking, public speaking, and professional appearance
- Ability to manage time and meet multiple deadlines
- Carry and lift up to 50 lbs. Must be able to perform physical demands of the job

The foregoing statements describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

HOW TO APPLY

Send a resume to the San Antonio Area Foundation, 110 Broadway, Suite 230, San Antonio, Texas, 78205. You may also email your resume to communications@saafd.org or fax to 210.225.1980.

NO PHONE CALLS PLEASE.

This position is grant funded and subject to at-will employment status. The position can be terminated at any time for any reason.