

Stoke FM – Job Posting
Executive Director
Location: Revelstoke, BC



Do you want to run a radio station?

Stoke FM, Revelstoke's non-profit community radio station, is seeking an **Executive Director** to manage our operations. This is a unique opportunity for someone organized, motivated, and passionate about community, media, and music.

Role Overview

The ED is the manager of Stoke FM, balancing the excitement of radio programming with the practical responsibilities of running a small non-profit.

Hours: 20hrs/Week **Pay:** \$20/hour

Key duties include:

- **Staff Leadership** – Supervise two part-time staff (Sales & Media Manager, Morning Show Host).
- **Volunteer Coordination** – Support and direct volunteer show hosts and contributors.
- **Programming & Scheduling** – Oversee the on-air lineup and content balance.
- **Administration** – Emails, logistics, reporting, and coordination with the bookkeeper.
- **Projects & Events** – Lead or delegate new initiatives and growth opportunities.

What We're Looking For:

- Strong organizational and communication skills.
- Initiative and ability to delegate effectively.
- Comfort with administration and multitasking.
- Community-minded, collaborative approach.
- Experience in non-profit, media, or management is an asset.

Why Work With Us? Running a radio station is challenging but creative and rewarding. The ED helps shape Stoke FM's sound, culture, and future alongside dedicated staff and volunteers.

Application Process: Send your resume and cover letter to info@stokefm.com

Bonus - Send a short Whatsapp Video to Scott (+1 780-292-1820) describing why you'd be a good fit