



Position Title: Engineering Assistant

Reports to: Director – Network Operations

Mission Statement

Relevant Radio® - Bringing Christ to the world through the media.

Guiding Principles

- Faithful to the Magisterium and Catechism of the Catholic Church
- United to the Bishops
- Under the protective intercession of the Blessed Virgin Mary

Function Summary

The Engineering Assistant is responsible for supporting the Engineering team with administrative tasks and duties.

Responsibilities:

- Assist the Network Engineer and Field Technician with operations issues maintaining technical standards.
- Support FCC compliance according to Code of Federal Regulations and the FCC compliance template.
- Manage a preventative maintenance program to include regularly scheduled inspection, cleaning, maintenance and monitoring of all installed equipment systems to insure optimum operation and adjustment.
- Document equipment problems as well as corrective actions taken at all sites.
- Render assistance as required for remote broadcast operations to include pre-test of telco circuits at site locations, equipment readiness & transportation logistics, site set up, testing & tear down, and communication to all on-site talent, producers, or board operators for the duration of the remote event.
- Assist with equipment ordering, shipping and other supply related duties.
- Assist with travel and off-site meeting arrangements for technical staff.
- Assist in upgrading technical documentation.
- Assist in updating information on missioncontrol.relevantradio.com
- Routine technical log generation, data entry and archiving.
- Routine maintenance and general upkeep duties at assigned stations.
- Responsible for upkeep of all service manual files including periodic checks for applicable Technical Bulletins or Service Updates online.
- Assist with the planning and completion of major facilities upgrade or reconfiguration projects.
- Receive ongoing training from Field Technicians and Network Engineering staff.
- Assume on-call responsibilities, as assigned.
- Solid understanding of the mission, programming content and audience of Relevant Radio.
- Perform other duties, as assigned.

Experience and Skill Requirements:

- Strong interior faith life and respect for the Catholic teachings.
- Associates Degree in Radio/TV Broadcasting, or equivalent experience.
- 2+ years of broadcasting and/or technical radio experience.
- Exhibits attention to details.

- Strong interpersonal and communication skills.
- Strong planning and organizing. Ability to multi-task.
- Ability to lift 25 pounds.
- Valid driver's license required.
- Ability and willingness to travel, as directed.