



GOLDEN VALLEY COMMUNITY BROADCASTERS

KZFR 90.1 FM

341 Broadway Street, Suite 411, Chico, CA, 95928

Website: KZFR.org | Phone: (530)895-0706

NEWS COORDINATOR — ZEPHYR NEWS

Reports to: General Manager

Works closely with: News Producer, *Zephyr News* contributors, interns, community partners, and the KZFR News Committee

Status: Part-time

Schedule: 20-25

Compensation: \$22-25 per hour

Position Summary

KZFR Community Radio seeks an organized, collaborative, and community-minded News Coordinator to lead the editorial direction and manage the weekly workflow of *Zephyr News*, KZFR's locally produced news program.

The News Coordinator has full editorial authority over *Zephyr News*. The NC is responsible for determining the program's coverage priorities, approving story ideas, coordinating assignments, reviewing and editing submitted content, and establishing the final weekly lineup.

The NC works with the News Producer, interns, volunteers, and community partners to ensure that contributors are working toward a shared editorial plan. The NC tracks the progress of each assigned story and ensures that completed segments and supporting materials are delivered to the News Producer by established production deadlines.

The NC will also research, report, write, record, and edit original stories for *Zephyr News* as needed. However, the position's primary focus is leading the program's editorial process and coordinating the people, stories, deadlines, and materials needed to produce each weekly episode.

The News Coordinator reports to the General Manager for administrative and employment matters but exercises independent editorial control over *Zephyr News*. The General Manager may be consulted when questions arise involving FCC compliance, KZFR internal guidelines or policies, or journalistic ethics.

This position is responsible only for *Zephyr News* and does not oversee KZFR's other independently produced news, public-affairs, or talk programs.

Key Responsibilities

Editorial Leadership and Weekly Coordination

- Lead the weekly editorial planning process for *Zephyr News*.
- Determine the program's weekly coverage priorities and final editorial lineup.
- Review and approve proposed stories, interviews, and segments.
- Assign or confirm responsibility for each approved story, interview, or segment.
- Make final decisions regarding which stories will be pursued, revised, postponed, replaced, or removed from the lineup.

- Provide contributors with clear editorial direction regarding story focus, framing, sourcing, context, length, and presentation.
- Maintain a shared story calendar, assignment list, or production tracker.
- Make sure contributors understand their assignments, deadlines, expected segment lengths, and required production materials.
- Prevent duplicated coverage by communicating approved assignments and proposed story topics across the contributor team.
- Identify gaps in the weekly lineup and secure additional stories or contributors when needed.
- Communicate editorial decisions, assignment changes, deadlines, and program priorities to everyone involved.
- Lead regular editorial and production meetings.

Production Workflow and Deadline Management

- Track each approved story from its initial assignment through final editorial approval and delivery.
- Follow up with contributors throughout the week to confirm progress and address delays, editorial questions, or production needs.
- Ensure that completed scripts, recorded interviews, edited segments, source information, introductions, and other required materials are delivered to the News Producer by the established deadline.
- Review and organize submitted materials before providing them to the News Producer for assembly.
- Determine whether submitted stories and segments are complete and ready for inclusion in the program.
- Communicate with the News Producer as early as possible when a story may be delayed, incomplete, revised, or removed from the lineup.
- Select replacement content or adjust the program lineup when planned segments cannot be completed.
- Work with the News Producer to make sure the assembled program accurately reflects the approved editorial lineup.
- Resolve last-minute editorial questions or content gaps before the program is finalized.

Reporting and Story Development

- Research local and regional news affecting Chico, Butte County, and the broader KZFR listening area.
- Develop original story ideas that address community information needs.
- Conduct interviews with public officials, community leaders, advocates, subject-matter experts, and residents.
- Write clear, accurate, and engaging news scripts, interviews, and short feature segments.
- Record and edit original audio stories for *Zephyr News* as needed.
- Coordinate timely coverage of breaking news, emergencies, elections, public meetings, and other significant community events.
- Verify facts, sources, names, dates, quotations, and other information before approving content for production.
- Request additional reporting, sourcing, clarification, or revisions when submitted material is incomplete or does not meet the program's editorial standards.

Editorial Standards

- Exercise final editorial authority over the content and weekly lineup of *Zephyr News*.
- Establish and maintain coverage priorities consistent with KZFR's mission and the information needs of the communities it serves.
- Review, edit, approve, revise, or reject stories and segments submitted for the program.
- Ensure that reporting is accurate, fair, independent, relevant, appropriately sourced, and grounded in public service.
- Help contributors understand and follow KZFR's journalistic and ethical expectations.
- Ensure that submitted content meets KZFR's journalistic and production standards before approving it for broadcast.
- Ensure that corrections are made promptly when factual errors are identified.
- Maintain clear distinctions between journalism, commentary, advocacy, underwriting, and promotional content.
- Identify potential conflicts of interest and determine whether disclosure, reassignment, or another response is appropriate.
- Help ensure that *Zephyr News* reflects a range of communities, perspectives, and experiences throughout KZFR's service area.
- Consult the General Manager when questions arise involving FCC compliance or journalistic ethics.
- Maintain the editorial independence of *Zephyr News* while remaining accountable to KZFR's mission, policies, and applicable broadcast requirements.

Contributor, Intern, and Partner Coordination

- Serve as the primary weekly point of contact for *Zephyr News* interns, volunteers, and contributing partners.
- Help onboard new contributors by explaining the program's workflow, deadlines, editorial expectations, and submission requirements.
- Provide story guidance, constructive editorial feedback, and support to interns and less-experienced contributors.
- Coordinate with community organizations and media partners that contribute interviews, reports, or other segments.
- Establish clear expectations with partners regarding story topics, editorial independence, deadlines, sourcing, audio quality, and delivery formats.
- Ensure that contributed material remains subject to the NC's editorial review and approval.
- Address missed deadlines, incomplete assignments, duplicated coverage, and other workflow concerns directly and promptly.
- Encourage a collaborative environment in which contributors communicate openly and meet shared responsibilities.

Community and Station Participation

- Develop and maintain relationships with local organizations, journalists, public agencies, educational institutions, and other potential news sources or partners.
- Monitor local and regional developments that may warrant coverage by *Zephyr News*.
- Coordinate election coverage, candidate forums, emergency information, and special *Zephyr News* programming when appropriate.

- Participate in KZFR fundraising campaigns, community events, or station activities as assigned.
- Represent KZFR and *Zephyr News* professionally in communications with sources, partners, contributors, and members of the public.
- Respond professionally to questions, concerns, corrections, and feedback regarding *Zephyr News* coverage.
- Perform other duties related to *Zephyr News* as assigned by the General Manager.

Required Qualifications

- Experience or demonstrated ability in journalism, communications, broadcasting, media production, or a related field.
- Strong news judgment and the ability to make independent editorial decisions.
- Strong organizational and project-coordination skills.
- Ability to manage multiple stories, contributors, and deadlines simultaneously.
- Strong writing, editing, interviewing, and verbal communication skills.
- Commitment to accuracy, fairness, ethics, editorial independence, and public-service journalism.
- Ability to provide clear editorial direction and constructive feedback.
- Ability to communicate expectations clearly and follow up consistently with contributors.
- Ability to work collaboratively with staff, interns, volunteers, community partners, and people with varying levels of journalism experience.
- Ability to make timely decisions, resolve coverage gaps, and maintain a weekly production schedule.
- Ability to work independently, prioritize responsibilities, and meet deadlines with limited supervision.
- Familiarity with digital audio recording and editing, or the ability and willingness to learn.
- Familiarity with shared calendars, cloud-based documents, spreadsheets, project-management tools, or similar workflow systems.
- Knowledge of, or demonstrated interest in learning about, Chico, Butte County, and the communities served by KZFR.
- Availability for occasional evening or weekend work when required by breaking news, elections, emergencies, or special coverage.

Preferred Qualifications

- Experience reporting, producing, editing, or coordinating news for radio, podcasts, digital media, newspapers, or another journalism platform.
- Experience making editorial decisions or managing a recurring news product.
- Experience working in community radio, public media, nonprofit media, or another mission-driven organization.
- Experience coordinating interns, volunteers, freelancers, or community contributors.
- Experience producing audio interviews, newscasts, features, or podcasts.
- Experience with audio-editing software such as Adobe Audition, Hindenburg, Audacity, or similar programs.
- Experience covering local government, elections, emergencies, public safety, education, arts and culture, or other community issues.
- Existing relationships with local organizations, public agencies, journalists, or community groups.

- Spanish-language skills or other language abilities relevant to communities within KZFR's service area.

Working Conditions

The News Coordinator will generally work during scheduled weekday hours, although flexibility may be required to respond to breaking news, emergency situations, elections, public meetings, or special programming. The position may include a combination of work at KZFR's Chico studios, work in the field, and approved remote work.

The position requires regular computer use, telephone and video communication, audio recording and editing, attendance at meetings, and occasional local travel for interviews, events, and news coverage.

About Zephyr News

Zephyr News is KZFR's weekly locally produced news program, featuring reporting, interviews, and stories focused on Chico, Butte County, and the broader North State. The program brings together KZFR staff, interns, volunteers, community broadcasters, and local partners to provide timely, relevant, and community-centered journalism.

About KZFR

KZFR 90.1 FM is a nonprofit community radio station serving Butte County and portions of Glenn, Tehama, Yuba, Sutter, and Colusa counties. KZFR's mission is to enlighten, entertain, inform, and educate in support of community.