



Pride of the Ojibwe

13394 W Trepania Road
Hayward • Wisconsin • 54843

Phone (715) 634-8934 • Fax (715) 634-4797 • HR Fax (715) 699-1209

WOJB Community News Director

Job Title: News Director
Posting Date: June 20, 2025
Closing date: Open Until Filled
Location: WOJB Office/Studio
Salary Range: Based on Qualifications
Supervisor: WOJB General Manager

Summary:

WOJB is owned and operated by the Lac Courte Oreilles Ojibwa Public Broadcasting Corporation, a non-profit entity of the Lac Courte Oreilles Ojibwe Tribe.

Benefits: Health insurance, 401k and paid leave. This is a full-time position.

The WOJB Community News Director works in cooperation with the General Manager to deliver to listeners primarily news and information programming consistent with the mission of Lac Courte Oreilles Public Broadcasting and the goal of reflecting credit on the Lac Courte Oreilles Tribe. The WOJB Community News Director oversees production and on-air anchoring of radio newscasts and public affairs programs; takes the lead role in planning and assigning coverage for new stories; and covers and prepares news stories for broadcast. This position supervises staff reporters, on-call reporters, student interns, station volunteers, and grant-funded news staff assigned to special coverage.

The successful candidate will have a background that includes reporting, newscast producing and on-air newscasting/hosting. Previous supervisory and leadership experience is preferred. Solid editing skills and editorial judgement is required, as is the organizational ability to anticipate and manage workflow, coordinate staff and freelance reporters, and train and work with volunteers and interns.

The Community News Director is part of the WOJB Leadership Team and plays a key role in defining and maintaining ethical, editorial, artistic, and technical standards for all news programming. The News Director also collaborates with the Program Director and General Manager on news programming decisions and news operations. This position is also responsible for managing news content distribution on the station's website and other platforms.

Qualifications:

- A Bachelor's degree is preferred
- A degree in Journalism, Communications, or a related field is preferred
- Five years of radio experience in news reporting and hosting is required, preferably in a multi-platform news environment
- Experience in public radio is preferred
- Supervisory experience is preferred
- Valid Wisconsin drivers license
- Must pass a background check and drug test.

Knowledge, Skills, and Abilities:

- History of initiative reporting on a wide range of topics
- Superior writing, communication and interpersonal skills
- Efficient production capabilities
- A broad working knowledge of local and regional issues is preferred
- An understanding of public and community radio's mission
- Ability to work within a live program environment
- Skilled in on-line research, multimedia production, Microsoft Word and Excel spreadsheet processing, and operation of office equipment
- Must have excellent memory for details, be able to meet daily deadlines under potentially stressful conditions and deal effectively with multiple competing tasks
- Ability to embrace and appreciate a culture of continuous improvement and achievement

Responsibilities:

- Direct the gathering and production of news content on-air and online
- Direct the activities of the news staff to develop story ideas, track issues and events, select reporters for coverage, schedule stories for publication, and schedule time for interviewing, writing and editing
- Serve as primary editor for news material and reporter submissions
- Prepare and write short-form stories, feature stories and interviews according to prescribed editorial style and format standards
- Host daily on-air shift; anchor newscasts and special programming as needed
- Adhere to deadlines and make timely and effective decisions in situations requiring prompt attention
- Serve as the primary leader during crisis response

**LCO Tribal Government
Human Resource Dept
WOJB Comm News Director**

- Acts as a proactive liaison to various internal and external constituencies to advance the station's news programming, including: station programming, operations and development staff; other appropriate organizations such as NPR, APM, PRI, etc.
- Perform personnel management duties by helping to set goals and monitor the performance of news personnel, and participating in the recruitment and hiring of news personnel
- Ensure the maintenance of equipment inventories
- Maintain information systems vital to news planning, news gathering, news production, and news presentation
- Manage preparation of quarterly FCC-required issues and programs report
- Seek opportunities to promote public contact to help ascertain public needs, build community engagement and bolster station success
- Participate in station events and fundraising activities as appropriate
- Participate in the development and management of annual operating budgets and provide fiscal input to the unit
- Support the office functions by completing all other duties and special projects as assigned

Application Procedure & Requirements:

1. **Completed LCO Employment Application, including Release and Authorization form (included in application)**
2. **Cover Letter (Letter of Interest)**
3. **Resume**
4. **At least three (3) letters of Referral (Recommendations)**
5. **And any other supportive documents**
6. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

MAIL, FAX OR EMAIL ALL INFORMATION TO:

Lac Courte Oreilles Tribal Government

ATTN: Human Resource Department

13394 W Trepania Road

Hayward, WI 54843

Fax (715) 634-4797

HR Fax (715) 699-1209

doreen.debrot@lco-nsn.gov

caroline.yellowthunder@lco-nsn.gov

marilyn.isham@lco-nsn.gov

***Tribal Preference will apply to qualified applicants in accordance with the
Lac Courte Oreilles Policies & Procedures Manual***