



Lotus Communications Corp. is one of the largest privately owned Radio Station Groups in the United States. In Los Angeles, we operate Lotus Oxnard Corp., KIRN 670 AM, Lotus Los Angeles Corp., KWKW - ESPN Deportes Radio, and KFWB – La Mera Mera. Lotus Oxnard Corp., KIRN 670 AM is looking for a Copywriter/Public Relation with a strong desire to contribute to the overall success at a legendary radio station and to become part of our team.

Position Summary:

The position of Copywriter is Responsible for brainstorming, creating, and transforming ideas into words for radio commercials. This component of the position reports to the Program Director. The position of Public Relation supports the Business Office and reports to the Business Manager.

Essential Duties and Responsibilities:

Copywriting Component

1. Write copy for clients' ads, radio, and other forms of advertising.
2. Revise, edit and proofread content as needed or directed by client.
3. Research the special and technical properties of products/services of clients.
4. Determine what makes products/services appealing to customers.
5. Develop unique, new concepts.
6. Work with account executives to determine client needs and budget.
7. Creation of original work.
8. Write clear and persuasive copy for ads.
9. Respond to feedback in a timely manner.
10. Type Professional Hours, giveaways, and any other needed information.
11. Update digital media with timely content.
12. Other duties as assigned.

Public Relation Component

- Responsible for some LA Market EEO Stations recruitment and compliance under Business Manager's supervision.
- Other duties as assigned.

Required Knowledge, Skills and Abilities:

- High School Diploma is required, an Associates or Bachelor's degree is preferred.
- Minimum of 2 years of professional experience providing on air and commercial/continuity writing within broadcasting.
- Strong MS Office skills (Power Point, Excel and Word) is required.

- Typing skills in Farsi and English.
- Exceptional organizational skills.
- Exceptional attention to details.
- Exceptional written and verbal communications skills (English and Farsi is required).
- Ability to work under deadlines and in a fast-paced environment.
- Ability to prioritize daily routine and urgent tasks.

Working Conditions and Physical Requirements:

- Office environment, some repetitive motion required. May require some travel to station events, valid drivers' license is required with good driving record.

Disclaimer:

- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Interested applicants please send cover letter, resume and salary history to the following:

resumes@670amkirn.com

Lotus Oxnard Corp. is an Equal Employment Opportunity Employer