CMAA-News Weekly Co-Host
Job Description

The CMAA is seeking a host or hostess of the CMAA News-Weekly. The CMAA-News Weekly is broadcast live every Wednesday from 6:00PM to 7:00PM on LTC Channel 95 and CMAA Facebook Page. Report to Communications & Development Associate.

The CMAA-News Weekly utilizes this local public cable access to reach Khmer community members in Lowell via LTC Channel 95 and a broader audience via CMAA’s Facebook Page and Youtube.

The host or hostess will be responsible to:
● Assist in researching current and relevant news topics for announcements
● Assist in translating and editing the slides for the CMAA-News Weekly if needed.
● Prepare interview questions and conduct interviews with a guest during the show on various topics.
● Collaborate with other hosts and the News team to develop and deliver top-level content for the CMAA-News Weekly and ensure a cohesive and engaging broadcast.
● Help promote CMAA-News Weekly.
● In addition to hosting the 1-hour News, he/she must commit approximately 2 hours in preparation with the Communications & Development Team.

Timeline to prepare the information materials for the CMAA-News:
For the news presentation slides, the CMAA staff will complete the English version by the end of Monday to be ready for translation. The Khmer translation will be completed by 3:00 pm EST on Tuesday.

Requirements
● Fluent in English and Khmer.
● Knowledge about media and technology (i.e., Zoom, Facebook Live, Canva, etc.)
● Ability to work both independently and collaboratively
● Experience in broadcast/podcasting is a plus but not necessary
● Passion for sharing information with the public as a way to inform, engage and empower our audiences

CMAA will compensate the host at $50.00 per session, paid monthly.