



**Job Title: Outreach Associate (OA)
Membership**

Purpose:

To build and maintain a database of KWVA supporters.

Principle Functions/Requirements:

I. Administrative Duties:

- a. Solicit people to become members of KWVA;
- b. Write a thank you and welcome note to every new member;
- c. Communicate with members on a monthly basis via email about station happenings;
- d. Coordinate with Ticket Giveaway Outreach Associate on what tickets will be used for the monthly member drawing;
- e. Contact members at least one month prior to expiration of their membership for renewal;
- f. Coordinate with Merchandise Design & Inventory Outreach Associate on fulfillment of membership orders;
- g. Maintain professional level of communication at all times with members;
- h. Attend weekly marketing department meetings;
- i. Hold at least three office hours/week.

II. Clerical Duties:

- a. Maintain database of membership details, including member name, contact info, start date of membership, amount given, promotional materials sent, etc.;
- b. Input all new member information into the membership database;
- c. Maintain paper file of all membership forms;
- d. Submit monthly department reports to the Marketing Director.

Compensation/Selection Procedure:

\$60 month for 6 or 12 months

This position is available to all University of Oregon students enrolled at least half time for three out of four academic terms, in order to receive a stipend of \$60/month. The position begins July 1st and runs through December 31st or June 30th of the following year. Training will begin by May 1st and individual holding the position will be required to provide training to the incoming staff member. Position requires approximately 10 hours/week. Hired by the General Manager.

EOE/AA/ADA

Reports To:

KWVA Marketing Director

**KWVA: P.O. Box 3157 - University of Oregon - Eugene, Oregon - 97403
UPS/FedEx to: Suite M-112 - EMU - University of Oregon - Eugene, Oregon - 97403
(541) 346-4091 Business (541) 346-0648 Fax (541) 346-0645 Request Line**