

## Work Study Job Description

<b>Job Title</b>	Membership Assistant
<b>Department Name</b>	KUOW
<b>Job Location</b>	4518 University Way NE #310
<b>Pay Rate</b>	\$10.00 - \$
<b>Employment Period</b>	Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Matthew Albertson
<b>Phone Number</b>	
<b>Email Address</b>	malbertson@kuow.org
<b>Website</b>	kuow.org
<b>Box Number</b>	354855

### Nature of Organization

Broadcast Communications, Marketing, Fundraising/Development

### Duties and Responsibilities

Supports entire development department through mail preparation for regular mailings, data entry into donor databases, filing, organizing, copying and paper shredding. Provides event support to biannual on-air pledge drives, including running department errands, answering phones and event logistics. Contacts donors as directed. Provides other duties as assigned. My be asked to lift up to 30 lbs.

### Minimum Qualifications

Ability to work independently and exercise judgment within guidelines. Accurate data entry skills and strong attention to details. Understanding and knowledge computers and database basics. Good written and oral communications skills and the ability to take initiative may be rewarded with the assignment of more varied and challenging projects. Drivers license preferred.

Hours are 10-12 hrs/wk.

### Educational Benefits

Provides an opportunity to learn about non-profit fund raising, marketing, event-planning and communications. Provides hands-on, practical experience that may be applicable to a resume for anyone interested in pursuing a career in a related field.

## How to Apply

Please email resume and cover letter to Matthew Albertson in KUOW Development Department at [malbertson@kuow.org](mailto:malbertson@kuow.org)

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Job Number: KUOW01 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |  
Program: Federal