



KWVA Eugene, 88.1 FM  
University of Oregon Campus Radio

**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 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 1<sup>st</sup> and runs through June 30<sup>th</sup> of the following year. Training will begin by June 1<sup>st</sup> 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**