

Job Description

Development Assistant Internship

Kansas Public Radio

DEVELOPMENT ASSISTANT INTERNSHIP

Become a Development Assistant Intern for Kansas Public Radio: Part-time (for college credit only), two to three hours per week, learning all aspects of development for Kansas Public Radio. Shadow four departments within the development office: Membership, Media, Underwriting and External Affairs. Assist with marketing, promotions, mailings, fund drives, data entry, etc. Become a liaison between the station and the campus/student community and help communicate KPR's message to the public, in general. Help develop promotional information, marketing campaigns, direct mail solicitations and station outreach efforts. Assist with fund drives, including volunteer recruitment and other activities.

Requested Time Commitment: One Semester Minimum

Preferred qualifications include: excellent written and oral communication skills, demonstrated motivation, organization, and ability to follow through on projects and responsibilities. Attention to detail.

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