



**Job Title: Outreach Associate (OA)
Street Team**

Purpose:

To coordinate volunteers for KWVA marketing and promotion off-air activities/events.

Principle Functions/Requirements:

I. Administrative Duties:

- a. Organize and maintain station volunteers for KWVA events on the University of Oregon campus and in the Eugene community;
- b. Train volunteers in basic duties as needed for event presence;
- c. Work to create a positive KWVA presence on campus and in the community;
- d. Represent KWVA in a positive and professional manner;
- e. Attend weekly marketing department meetings.

II. Clerical Duties:

- a. Maintain database of volunteers;
- b. Maintain calendars with records of past and present events, including individualized volunteer opportunities;
- c. Maintain a system for volunteers to sign up for event opportunities;
- d. Maintain documented training program for general volunteers;
- e. Maintain documented instructions for event opportunities;
- f. Email volunteers a minimum of 24-hours prior to an event with instructions/duties for the event.

Compensation/Selection Procedure:

\$40 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 \$40/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**