

NEWARK PUBLIC RADIO, INC.

Job Posting



Job Title: Volunteer

Work Location: Newark and Tri-State

Department: Human Resources

Reports to: Director, Volunteer Services

Contact: [Jerrell Antley - jantley@wbgo.org](mailto:jantley@wbgo.org)

xx Full-time

xx Part-time (temporary)

Job Summary

WBGO, Newark Public Radio, seeks volunteers to assist with marketing, audience development and coverage at various events. Applicants should possess a strong appreciation for music, along with exceptional oral and written communications skills, as well as the ability to expertly interface with clients, audiences and partners. Experience working in the nonprofit sector is a plus, but not required.

The successful candidates will be held to WBGO's standards of professionalism and performance. capable of managing competing priorities within established schedules/timeframes, recognizing the critical importance of self-motivation, collaboration, organization, team orientation and the development of mutually beneficial relationships.

Essential Responsibilities and Duties

- Represents WBGO to the community and events
- Together with the Marketing Manager and Marketing Assistant, WBGO volunteers maintain an on-site presence at summer events, serving as liaison between partners & WBGO
- Assists with all logistical aspects of events. Staffs tables at the various events to ensure that WBGO materials are widely distributed.
- Manages organization of storage closet at the station
- Supports marketing assistant with ticket giveaways
- Tracks event sales
- Communicates with WBGO Travel & Events participants
- Accurately records the submission of any financial reports/receipts
- Available to travel within the tri-state area (some overnight may be required)
- Other related duties as assigned

Required Skills

- Excel, Word,
- Ability to lift up to 20 pounds
- Clean driving record