Ozarks Public Broadcasting’s (KSMU Radio and Ozarks Public Television) development unit works with members, donors, businesses, volunteers, government entities, nonprofit agencies, schools, and communities to engage them in the programming, outreach opportunities, educational activities, special events and revenue needed to fund our organizational mission and operations. Membership, Community Engagement, Corporate Support and Grant functions comprise the unit, which has the following internship opening:

MARKETING/DEVELOPMENT INTERN
Opening for Summer and Fall Semesters 2022

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MARKETING/DEVELOPMENT INTERN

Job Duties:
• Create compelling materials for marketing and volunteer recruitment
• Assist in recruiting and assigning volunteers
• Assist in development and presentation of volunteer trainings and materials
• Assist in marketing and promotional activities (e.g. social media, web, direct mail, etc.)
• Monitor OPB websites and social media platforms to ensure information is accurate, timely and unit is responsive to public inquiries
• Support team in daily administrative tasks as needed, i.e. answering phones/emails
• Prepare promotional presentations
• Distribute marketing materials
• Prepare and communicate website/social media updates to appropriate team member
• Assist with organizing and hosting special events.

Qualifications:
• Understanding of basic marketing principles and techniques
• Familiarity with major social media platforms (Facebook, Twitter, etc.)
• Ability to multitask; comfortable in a deadline driven environment
• Excellent written and verbal communication skills

Commitment and Compensation:
• 135 hours per semester
• Flexible scheduling
• Available to work an evening/weekend special event
• $12 per hour

HOW TO APPLY:
Email resume and two letters of recommendation to OPB Volunteer and Engagement Coordinator Melissa Rea: mrea@missouristate.edu. Please put in the email subject line: MARKETING INTERNSHIP.