



POSITION: Underwriting Coordinator (part-time)

REPORTS TO: Volunteer & Outreach Coordinator

HOURS: 20 hours a week

PAY: \$21 an hour

DESCRIPTION: Develop and maintain underwriting materials, including those on the web.

Obtain new contracts for underwriting; service, renew, extend, or augment existing contracts; create scripts for underwriting announcements.

Notify the Music & Production Director of new announcements and notify the bookkeeper of new contracts. Obtain underwriting leads from WORT volunteers; contact potential underwriters (businesses and organizations) to solicit underwriting relationships and sales. Tracking underwriting spots and when they were played.

Develop and execute effective community presentations, meetings, and mailings to solicit new underwriting sales and relationships.

Cold calling and reliable transportation to business pitch meetings will be required.

OUR EXPECTATIONS:

- You have an energetic and outgoing personality.
- Confident communicator via phone, in-person, and email.
- You are self-motivated, dependable, and punctual.
- You are able to work without supervision in an independent setting.
- You have a strong eye for detail and organization.
- Comfortable working a hybrid schedule with required in-office days.

QUALIFICATIONS:

Interest in sales and a passion to learn. Must be computer literate, familiar with Google Drive and documents, willing to work with a diverse community, and willing to work some evenings and weekends.

A background in sales is preferred.

WE PROVIDE:

- Hands-on training.
- A supportive environment for you to learn more about the programming, people, and inner workings of a radio station.
- A creative environment to pitch ideas for businesses, methods of engaging the public, and promotional ideas.

FOR MORE INFORMATION OR TO APPLY:

Contact Volunteer & Outreach Coordinator Adrienne Ranney at adrienne@wortfm.org or 608-321-9583.