

WNIN JOB ANNOUNCEMENT

<u>Employer Information:</u> WNIN Tri-State Public Media, Inc. Two Main Street Evansville, IN 47708 Phone: 812-423-2973 employment@wnin.org	<u>Job Information:</u> Job Title: Corporate Support Coordinator Work Hours: Part Time, 20 hours/week Work Days: Mon-Fri, & as needed Application Process: Send résumé and cover letter Reference Job # 0518
--	--

The Corporate Support Coordinator assists the Director of Corporate Development to maximize corporate revenues through underwriting sales on Television and Radio to area businesses including programming & trade agreements, both on-air & through online ads.

Duties and Responsibilities:

1. Responsible for providing office support services for Corporate Development Office including proposal layouts, scripts, updating FM & TV rate cards, copy & distribute contracts, working with TV-FM staff to schedule on-air underwriting announcements & make schedule changes as needed, updating programs & rates on the IPBS website, and filing client information.
2. Will work closely with TV and Radio production to ensure spots are produced and on-air in a timely manner.
3. Research and send letters to prospective underwriters, following up by phone or email. Maintains relationships with current underwriting clients while assisting with their account, including collection assistance when needed.
4. Assist with the development of Media Kits and materials for presentations to clients.

Candidate must be a self-starter, possessing excellent oral and written communication, organizational, and interpersonal relationship-building skills. Experience in customer service a plus. EOE