

Student Job Description

Agency Name: Simply Living
Job Title: Program Assistant – Education, Outreach, Community Radio Project

Number of Openings: 1 **Hours per Week:** 10

Supervisor Name: Marilyn Welker, Director
Phone Number: (614) 447-0296
Email Address: mwelker@ctcn.net

Job Description:

To assist Simply Living staff and volunteers with responsibilities including:

- Participating in the Radio Steering Committee;
- Recruiting and supporting volunteers for the radio project;
- Producing and distributing organizational newsletter;
- Event and conference planning;
- Responding to requests and inquiries;
- Planning and implementing fund raising events;
- Enhancing media relationships;
- Enhancing liaison and outreach efforts to The Ohio State University students, faculty and staff and other local non-profit and educational entities.

Desired Qualifications:

- Strong communication skills – face-to-face and phone etiquette
- Ability to work with other staff, committees and volunteers as part of a team
- Ability to think independently and problem solve
- Strong writing/journalism skills
- Public speaking ability
- Basic knowledge of Microsoft Word
- Administrative skills – ability to organize and complete projects
- The ability to work after 5:00 PM on occasion.