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 **is Hiring!**

**We are looking for 1 student!**

\*Any Majors can apply

\*Must be a current student at MSU

Work Schedule: Monday – Friday, flexible hours

Hours per week: 20

Wage/Salary: $11.50

\*Position is posted on [www.hireabobcat.com](http://www.hireabobcat.com) powered by Handshake

**Job Title: Program Assistant – Development Team**

The Development Team Program Assistant helps support viewer and donor services for MontanaPBS, nonprofit public television in Montana. The Development office is located on the MSU campus, in Culbertson Hall. We offer a flexible schedule and are willing to work around a student class schedule. This position reports to the Development Director and Membership Manager.
**Job Description:**

As part of the Development team this staff member is essential in maintaining good relationships with viewers and donors through friendly assistance, as well as supporting operations for the Development team.

**Primary Duties and Responsibilities:**

* Manage the Kids Club program, which includes pulling membership data, making welcome packets and birthday packets and ordering Kids Club supplies.
* Assist with planning and implementing events
* Support Development team with phone coverage
* Assist with Customer Relationship Management database report pulling and data clean-up
* Manage the process of donor thank you letters, including running reports, printing letters, and making sure letters get in the mail in a timely manner
* Miscellaneous office and event projects as assigned throughout the year

**Qualifications:**

Excellent customer service skills with a pleasant demeanor to include in-person, telephone,

and electronic forms of communication.

Proficiency with Microsoft Excel.

Novice skills and/or interest in learning a Customer Relationship Management database, pulling reports, etc.

Ability to organize and prioritize workload and meet deadlines in a busy office setting.

Detail-oriented mindset with attention to accuracy and operational efficiency.

Positive attitude with the ability to be flexible and adaptable when necessary.

**Must be a current student.**

**Application Instructions:**

Please apply by sending a cover letter and resume to kristina@montanapbs.org \*Please provide a list of 3 references.