Calling all communications / arts administration / nonprofit management students!

WYSO is pleased to announce:

A Paid Development and Marketing Internship

Location: WYSO, 150 E. South College St., Yellow Springs, OH 45387

Compensation: TBD

Duration: Temporary (Late Summer 2021-Late Spring 2022)

Schedule: 10 hrs. per week between Monday and Friday, 9 am – 5 pm

About This Internship:

WYSO’s individual donors (members) constitute an essential pillar of financial support for the station. Cultivating and growing that membership base is essential for continued success. The development and marketing intern works directly with WYSO’s director of membership and assists with important member-focused communications and administration.

This intern works 10 hours per week during office hours (M-F, 9 am - 5 pm). Dependable transportation is required, as much of the work will occur at WYSO. There is some flexibility in the work schedule and the possibility for some remote work (depending on the task and needs of the station). The physical demands of this internship are light-to-moderate, primarily involving sedentary or low-impact office work and occasionally lifting/carrying items weighing up to 20 lbs.

Primary Responsibilities:

- Producing on air messaging for the membership program
- Creating and scheduling visually appealing marketing emails
- Assisting with or coordinating regular membership mailings
- Assisting with membership drive and special event set-up and logistics as needed

The well-qualified candidate will be comfortable using the Microsoft Office suite or similar apps, have excellent writing and communications skills, be able to work independently, and be ready to learn! Experience with Adobe or similar content creation/editing apps is desirable but not required.

In any given week, this intern might record and edit an audio testimonial from a donor, mail invitations for a cultivation event, manage email campaigns for fundraising or general content announcements,
and coordinate mailing out thank you letters and gifts to members. Beyond these primary duties, this internship can offer a great deal of customization, based on the needs of the station and the skill set of the intern. If an intern has a keen interest in something like graphic design, media production, or data analysis, WYSO works with them to assign practical work that will develop those skills.

**How to Apply:** Applications for 2021/2022 are not being accepted at this time. Please check our site in the early summer of 2021 for updates. Send any questions to:

Jackie Winfree, Director of Membership  
WYSO  
150 E. South College Street  
Yellow Springs, OH 45387  
jwinfree@wyso.org

Current students at Wright State University, Central State University, Wittenberg University, or the University of Dayton will have the option to apply directly through [Handshake](#).