

**This position is posted for Iowa Public Radio.
It is not a University of Northern Iowa position.**



MARKETING AND EVENTS SPECIALIST
In the Des Moines Office

Iowa Public Radio (IPR) seeks a committed and energetic professional to join our staff as the Marketing and Events Specialist. Located in the Des Moines office, this individual will coordinate fundraising and outreach events, including presentations of nationally known programs such as “A Prairie Home Companion,” or “Whad’Ya Know?” and local events including “Wine and Tulips” and “Blues Blowout.” The Marketing and Events Specialist will also coordinate communications for internal and external constituents as well as implement and coordinate annual advertising and promotion plans.

Required Qualifications:

The successful candidate will have a Bachelor’s degree from an accredited university, at least one year of event coordination experience, at least one year of communications and advertising experience, and proficiency in the Microsoft Office 2007 Suite.

Preferred Qualifications:

Bachelor’s degree in Marketing, Advertising, Communications, Events Management, or related field, plus experience in editing and managing e-communications services, and experience in a nonprofit setting.

Application Process

Submit letter of application (cover letter), resume, and contact information of at least three (3) professional references to:

Marketing and Events Specialist Search
c/o Matt Sieren
Iowa Public Radio
2111 Grand Avenue, Suite 100
Des Moines, IA 50312
iprrecruiting@iowapublicradio.org

E-mailed applications should include the subject line “Marketing and Events Specialist Search.” Inquiries may be routed to iprrecruiting@iowapublicradio.org or phone (515) 725-1700.

For full consideration, applications must be received by 5 pm Friday, October 2, 2009. The selected applicant will be subject to a background check prior to signing a final agreement.

Iowa Public Radio is an Equal Opportunity Employer.

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