



KNOM Radio Mission, Inc.
PO Box 190649, Anchorage, AK 99519
(907) 868-1200 | knom.org

Lance Johnson, Board President
Miranda Musich, General Manager
Cindy Lentine, Development Director

Job Title: Administrative Specialist
Hours: Part-time, 15-29 hours/week, flexible weekday schedule
Wage: \$18-22/hr, depending on experience and education
Benefits: Professional development plan offered for increased responsibilities
Location: Anchorage, AK (KNOM Business Office)
Reports to: Development Director

Job Qualifications:

- 1) Experience with Catholic, or other faith-based, fundraising preferred.
- 2) Ability to support KNOM's mission and values and affinity for rural Western Alaska.
- 3) Must possess effective communication, writing, organization and record-keeping skills.
- 4) Experience working in Microsoft Office, particularly Word.
- 5) Ability to maintain donor confidentiality.
- 6) Demonstrated integrity and attention to detail, must be able to adhere to internal controls.
- 7) Experience in Development or data entry is a plus.
- 8) Ability to relate to elders, which includes reading cursive handwriting.
- 9) Must pass a background check.

Brief Summary of Duties and Responsibilities:

- 1) Enter donations in the donor database daily, ensuring timely deposits.
- 2) Merge-print and mail thank you letters daily, per KNOM Benefactor Pledge.
- 3) Direct communications requiring specialized attention immediately to appropriate staff.
- 4) Assist in identifying fundraising and donation trends and needs.
- 5) Maintain and update database records.
- 6) Prepare special projects as directed.
- 7) Assist with daily business operations such as matching credit card purchases with receipts, filing, scanning, forwarding bills/invoices, etc.
- 8) Other duties as assigned by the GM or Development Director.

To apply, send a complete cover letter, resume, and three references to:

KNOM Development Director, development@knom.org

ABOUT US:

KNOM's mission: "Encountering Christ, embracing culture, empowering growth, and engaging the listener."

Operating as the oldest Catholic radio station in the country, KNOM values being a friend and companion, providing respectful service based on Catholic ideals. We're KNOM, Yours for Western Alaska.