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Revision state: Unpublished

Most recent revision: Yes

Set moderation state: Needs Review APPLY

FILLED Member Services Associate

VIEW FULL DESCRIPTION (PDF)

At Colorado Public Radio our mission is to enrich our community by providing news, classical and independent music that is in-depth, thoughtful, and meaningful. Support from active members is the single largest source of funding for Colorado Public Radio. More than half of CPR's funding comes from individuals who value CPR's commitment to inform, enlighten and entertain.

The Member Services Associate provides high-quality, person-to person stewardship to and engagement with our individual members, processes contributions and provides support for the Membership Department.

[View the full job description.](#)

Education & Experience Requirements

- Identification with the mission and purpose of Colorado Public Radio.
- Meticulous sense of detail and accuracy working with dollar values and member information.
- Data entry experience is required.
- Ability to work under strict deadlines.
- Ability to learn information and database systems and other computer/software applications.
- Working knowledge of public broadcasting and non-profit fundraising.
- Commitment to an office setting inspired by teamwork.
- Proactive stance in addressing member service.
- Courteous and patient approach to supporting members and teammates.

Application Requirements

Please submit a cover letter, resume and three professional references to hr@cpr.org with "Member Services Associate" in the subject line. No drop ins or phone calls please.

Colorado Public Radio is an equal opportunity employer and encourages work place diversity.

[View All Opportunities](#)

About CPR
CONTACT CPR Bridges Broadcast Center Social Media Directory
STAFF & HOSTS
MISSION/VISION/VALUES
TIMELINE
FAQS & HELP
EMPLOYMENT OPPORTUNITIES
NEWS CODE OF ETHICS

FEDERAL FUNDING POSITION

FINANCES

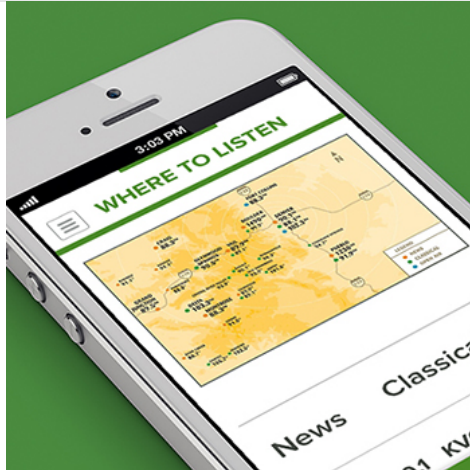
BOARD OF DIRECTORS & GOVERNANCE

- Board Members
- Meetings
- Guiding Principles
- Code of Conduct & Ethics
- Diversity Policy
- Executive Committee Charter
- Finance & Audit Committee Charter
- Nominating Committee Charter
- Governance Guidelines

COMMUNITY ADVISORY BOARD

- Membership And Activities
- Board Meetings
- Board Members

PRESS ROOM



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