

POSITION SUMMARY:

WBGO (Newark Public Radio, Inc.) seeks a skilled Assistant to the President and CEO with a track record of having worked in a high level administrative/office manager role working in a creative, diverse and fast-paced environment. The ideal candidate will also have a demonstrated interest in pursuing a career in the nonprofit, public broadcasting sector as well as an understanding of music, specifically jazz. This position will report directly to the President and CEO but will be required to assist other managers and staff.

Responsibilities:

- Manage President and CEO's calendar and interaction between stakeholders
 - Be the lead in house HR representative
 - Schedule, attend and support Board, committee and staff meetings and events when appropriate
 - Organize staff activities
 - Administrative support to Board
 - Provide support for organization's fundraising and programmatic events
 - Maintain files
 - Administer house media accounts including scheduling and writing FCC compliant copy for Public Radio.
- Order office supplies
- Work with Operations on facility issues
- Manage receptionist

Skills and Capabilities Required

- Solid knowledge of common office software applications
 - Competency with HR practices
 - Demonstrates diplomacy and respect
 - Highly detail oriented, with excellent organizational skills
 - Excellent written and oral communication skills
 - Ability to work independently and collaboratively
 - Self-directed, with the ability to prioritize multiple tasks
 - Strong time management skills
 - Outgoing personality and willingness to be flexible with duties and priorities
 - Must have a valid driver's license
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- Comfort with technology
 - Customer service orientation
 - Arts oriented
 - Proactive
 - Able to manage change
 - Relationship-building/Relationships management
 - Interpersonal skills
 - Results-oriented
 - Continuous learning

WBGO is a not for profit organization. WBGO is an Equal Opportunity Employer. WBGO is committed to maintaining a diverse workforce and actively encourages applications from a broad spectrum of applicants

HOW TO APPLY

Please forward cover letter and resume to

aniles@wbgo.org

NO PHONE CALLS PLEASE

MINIMUM EDUCATION REQUIRED:

4-year degree