

## **Job Posting: Assistant to the President and CEO**

### **Job Description**

Reporting directly to the President and CEO, the Executive Assistant provides support in a one-on-one working relationship.

The Assistant must be creative and enjoy working within an entrepreneurial environment that is mission-driven, and community oriented. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion. WBGO is an entrepreneurial environment and the ideal candidate will bring his or her own unique talents and interests to the organization.

### **Roles and Responsibilities**

Completes a broad variety of administrative tasks for the President & CEO including: managing an extremely active calendar of appointments; completing expense reports; composing and preparing correspondence that is sometimes confidential; arranging itineraries, and agendas;

Plans, coordinates and ensures the CEO's schedule is followed and respected. Provides "gatekeeper" and "gateway" role, creating win-win situations for direct access to the CEO's time and office.

Communicates directly, and on behalf of the President and CEO, with Board members and other constituents.

Works closely and effectively with the CEO to keep her well informed of upcoming commitments and responsibilities, following up appropriately.

Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.

Board Support and Liaison - Maintains discretion and confidentiality in relationships with all board members

Adhere to compliance with applicable rules and regulations set in bylaws, FCC, and CPB regarding board and board committee matters, including advance distribution of materials before meetings in electronic/paper format.

The Assistant will also be main contact for HR within the organization. S/he will interface with insurance companies on all organizational matters

## **Requirements**

Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail

Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and donors

Expert level written and verbal communication skill

Demonstrated proactive approaches to problem-solving with strong decision-making capability

Extremely Organized

Emotional maturity

Highly resourceful team-player, with the ability to also be extremely effective independently

Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response

Forward looking thinker, who actively seeks opportunities and proposes solutions  
Education and Experience Requirements

Bachelor's degree required

Strong work tenure: five to 10 years of experience supporting C-Level Executives, preferably in a non-profit organization

Experience and interest in internal and external communications, partnership development, and fundraising

Interest and/or working knowledge of jazz and public broadcast is a plus

Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social Media web platforms.

## **About WBGO**

WBGO is the global leader in jazz radio, broadcasting from the jazz capital of the world. Founded in 1979, WBGO is a publicly-supported cultural institution that preserves and elevates America's music: jazz and blues. WBGO reaches a weekly audience of more than 400,000 in the New York/New Jersey metro area via 88.3FM. Through programs such as *Jazz Night in America*, produced in partnership with NPR and Jazz at Lincoln Center, and WBGO's position as content provider to NPR, its reach extends to millions more across the country. From its home

base of Newark, New Jersey, Public Radio station WBGO has long been an anchor institution in community engagement through its partnerships, concerts, education and news programming.

No phone calls please.

Interested Candidates should forward a resume, cover letter and salary requirements to [aniles@wbgo.org](mailto:aniles@wbgo.org) with “Assistant to the President” in the subject line or mail to:

WBGO

54 Park Place

Newark, NJ 07102

All positions at WBGO are filled without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, disability, veteran status or any other characteristic protected by law. All qualified candidates are encouraged to apply.