

JOB DESCRIPTION

Executive Assistant (Part-time)

Public Television Major Market Group

(Posted 12/19/18)

Job Summary:

The PTMMG executive assistant works with the organization's president to support the needs of the 40 station members. The position includes both project work and administrative support. Examples of project work include researching topics and speakers for meetings, providing updates to the ptmmg.org website, creating slide decks based on provided content and coordinating content for committee meetings. Examples of administrative work include regular correspondence via email and phone with members, organizing meetings and communicating information and materials, taking meeting notes and distributing as needed, creating and assessing responses to polls and surveys. This is a part-time, hourly position slated for up to 20 hours per week.

Job Responsibilities:

- Set up monthly board and member calls via Zoom webinar platform. Work with president on creating agenda for both meetings and distribute with materials to members. Take notes at board calls and archive audio from member calls. Create electronic folders to store both sets of notes.
- Assist president in planning content for 3x/year in-person member meetings. Duties include researching topics and speakers at president's request, working with speakers to turn in decks, videos, materials in proper format,

and ensuring all materials are ready in time for the meeting. Work with president to create and copy/distribute any decks or materials needed for the meeting and such materials the president will be speaking from. Attend meetings as needed to take notes and assist president.

- Assist the president in managing the PTMMG's committees and partnerships with national/regional organizations. This can include setting up and taking notes at meetings, following up with members on materials needed as well as doing research on behalf of the committees.
- In partnership with the president plan and execute PTMMG webinars as needed and assist with any ancillary meetings such as data meetings, PTMMG-led socials or dinners and retreats.
- Maintain efficient and effective record keeping procedures.
- Communicate effectively with members, partners and national organization reps and model professional and ethical standards.

Qualifications:

- Prefer a background in public media.
- Self-starter who can fulfill job responsibilities without supervision. This position may be done remotely and will provide support to the president and members as needed from all over the country.
- Comfortable working with new technologies and proficient in Microsoft Office products, Google suite of products, presentation & graphics software/tools and videoconferencing/webinar platforms.

- Excellent verbal and written communications skills and comfortable communicating and engaging with CEO-level staff.
- Strong project management skills, ability to meet deadlines, creative but not a perfectionist with the ability to get things done.

Job Type: Part-time (up to 20 hours/week) hourly position, includes sick leave and vacation benefits.

Salary: Commensurate with experience.

Timeframe: Position is open until filled.

How to apply: Please send a cover letter and resume to Deanna Mackey at the email address below.

Contact: Deanna Mackey, President, Public Television Major Market Group, dmackey@ptmmg.org or 619- 261-7002.