

ADMINISTRATIVE ASSISTANT

Full position description follows.

Basin PBS, Odessa/Midland, Texas, the Permian Basin's only public television station, seeks a conscientious administrative assistant. Reporting to the General Manager and working directly with all staff, the Administrative Assistant is a critical player in supporting Basin PBS' daily operations and managing office and business duties. The Administrative Assistant's organizational support is key in helping provide the citizens of the Permian Basin with exemplary public television programs and services. Solid organizational skills required. Familiarity with TV production desirable. Part-time, 20 hours a week.

Established in 1986, Basin PBS serves the Permian Basin region with programs originating from the Public Broadcasting Service (PBS) and other national program services, as well as its own local productions and community outreach efforts. Basin PBS is owned and operated by Permian Basin Public Telecommunications, Incorporated, (PBPT) a not-for-profit community service organization, IRS 501(c)(3).

To apply, please submit a resume, cover letter and salary requirements to:

**Basin PBS
PO Box 8940
Midland, Texas 79708-8940
Attn: Daphne Dowdy Jackson**

Electronic submissions preferred: basinpbs@basinpbs.org

BASIN PBS IS AN EQUAL OPPORTUNITY EMPLOYER

Position Description:

Serves as Administrative Assistant for Basin PBS. Responsible for providing organizational assistance for Basin PBS board, advisory council, staff and volunteers. Coordinates with other departments to meet overall Basin PBS programming, outreach and fundraising goals and objectives in the most efficient and responsive manner. This position requires regular contact and coordination with public and private organizations and the general public. Candidates should have a commitment to the mission of public broadcasting.

Duties of the Position:

Provides general office assistance. Processes invoices, bills, donations; works with business center to track flow of funds; maintains orderly filing system; manages Basin PBS viewer comments/email; answers phones, maintains neat office/supplies; keeps public file current.

Organizes monthly board meetings; creates and distributes agenda; keeps and files minutes; sends board notices and coordinates board needs. Prepares letters, folders, reports, etc.

Works with the General Manager, Development Director, Membership Manger to meet fundraising campaign goals. Provides assistance with direct mail and on-air campaigns; premium ordering/shipping, acknowledgments, invoicing.

Works with Membership Manager to maintain donor database.

Assists in managing volunteers.

Provides an organizational framework for staff and volunteers so all parties are informed, kept on schedule and have the materials needed for each meeting/event/project.

Sets up and confirms, as appropriate, meetings, shoots, interviews.

Serves as production assistant for station projects like QUIZ SHOW and the Proud Heritage Series.

Represents Basin PBS with grace and professionalism in all public arenas.

Other duties as assigned.

Qualifications:

Solid organizational skills and a minimum two years of administrative experience preferred. Also required are: excellent communication skills; solid diplomacy skills; ability to articulate an organization's mission and vision in an accurate and compelling fashion; ability to maintain clear and concise reports and materials and keep them updated; ability to effectively interact at all levels; ability to work with staff and volunteers across departments; ability to work independently and flexibly in a fast-paced environment to manage a multi-faceted workload; good computer skills, and a familiarity with donor database systems, spreadsheets, graphic arts and powerpoint programs. A demonstrated expertise in organization is required and familiarity with television production is desirable.

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