

WTIP Administrative Assistant Description

JOB TITLE: Administrative Assistant

REPORTS TO: Executive Director

POSITION SUMMARY: The Administrative Assistant facilitates the day-to-day operations, bookkeeping and computer tasks. Supports development, finance and production teams and requires in person collaboration with team and community members.

SKILLS:

- Superb written, verbal, organizational and interpersonal skills.
- Editing and proofreading abilities.
- Creative self-starter and inspiring team member.
- Ability to prioritize work.
- Successfully interacts with a wide variety of people.
- Demonstrated time management; skills and flexibility.
- Proficiency with software and tools including: Microsoft Office Suite, Customer Management Software (CMS), graphic design software, email marketing programs and social media platforms.

PAY: This is a 40 hour per week position, Monday through Friday with some weekends and special events. Hourly rate is commensurate with experience and abilities.

BENEFITS: This is an hourly non-exempt position with medical benefits, after a 30 day introductory period, and a SIMPLE IRA, are offered to employees working 32 to 40 hours per week.

EVALUATION: The candidate will be evaluated for this job based on how well the position's qualifications are met. The employee's performance and pay will be evaluated annually by a supervisor.

EQUAL EMPLOYMENT OPPORTUNITY: WTIP is an equal opportunity employer and prohibits unlawful discrimination or harassment on the basis of race, creed, religion, national origin, citizenship, sex, marital or parental status, age, physical or mental disability, or sexual preference or orientation. WTIP is committed to providing a working environment in which its employees and volunteers are treated with courtesy, respect and dignity. WTIP will not tolerate or condone any actions by any person which constitute sexual or any harassment.

ABOUT THE STATION: Cook County Community Radio (WTIP) is the oldest community radio station broadcasting on the North Shore of Lake Superior.

Visitors and residents spread out over 1,500 square miles of woods and waters come together through WTIP, a 501(c)(3) non-profit organization that provides an arena for information-gathering, discussion, and expression.

LOCATION:

This position will be at the WTIP main station
1712 West Highway 61
Grand Marais, MN 55604

Applications due by January 10th

Send resume and cover letter to matthew@wtip.org

