WBGO
Job Posting

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Executive Assistant to The President &amp; CEO</th>
<th>Job Category:</th>
<th>Competitive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department/Division:</td>
<td>Administration</td>
<td>Job Classification:</td>
<td>Non-Exempt</td>
</tr>
<tr>
<td>Location:</td>
<td>54 Park Place, Newark NJ</td>
<td>Position Type:</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Level/Salary Range:</td>
<td>$50,000 - $55,000</td>
<td>Posting Period:</td>
<td>4/16/21 – 4/30/2021</td>
</tr>
<tr>
<td>HR Contact:</td>
<td>Jerrell Antley</td>
<td>Contact Email:</td>
<td><a href="mailto:Jjantley@outlook.com">Jjantley@outlook.com</a></td>
</tr>
</tbody>
</table>

**Job Description**

**WBGO-88.3FM/Newark Public Radio**

A global leader in jazz radio and an iconic institution in Newark, WBGO seeks to educate, entertain and inspire the public by providing access and opportunity to engage with the highest-quality curated jazz and blues programming. WBGO believes that jazz in all its forms represents America’s cultural gift to the world and is committed to connecting the vibrancy of the past, present and future with the music to a global audience, creating a community of jazz lovers.

WBGO reaches a weekly audience of more than 200,000 in the New York/New Jersey metro area via 88.3FM. Its streaming and social media activities reach hundreds of thousands more worldwide. Through programs such as *Jazz Night in America*, produced in partnership with NPR and Jazz at Lincoln Center, and WBGO’s position as a content provider to NPR, its reach extends to millions more across the country and world. From its home base of Newark, New Jersey—the birthplace of Sarah Vaughan and the longtime home of saxophonist James Moody—America’s leading jazz radio station, WBGO, has long been an anchor institution in community engagement through its partnerships, concerts, education and news.

**Position Overview**

Reporting directly to the President & CEO, the Executive Assistant provides exclusive support, in a one-on-one working relationship. The incumbent serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the President. The Executive Assistant also serves as the liaison to the Board of Trustees and senior management team; organizes and coordinates executive outreach and external relations efforts and oversees special projects. The Executive Assistant should be creative and enjoy working within an entrepreneurial environment that is mission-driven, results-driven and community-oriented. The ideal individual will have the ability to exercise good judgement in a variety of situations, with strong written and verbal communication, administrative and organizational skills, as well as the ability to maintain a realistic balance among multiple priorities. The incumbent will have the ability to work independently on projects, from conception to completion and must have the capacity to work under pressure at times to handle the wide variety of activities and confidential matters with discretion.
WBGO

Job Posting

Role and Responsibilities

- Completes a broad variety of administrative tasks for the President & CEO to include: managing an extremely active calendar of appointments; preparing expense reports; composing draft correspondence (that is oftentimes confidential); arranging complex and detailed travel plans, itineraries and agendas, as well as compiling documents for travel-related meetings.
- 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 & CEO, with members of the Board of Trustees, donor members and others on matters related to the CEO’s programmatic initiatives.
- Researches, prioritizes and follows up on incoming issues and concerns addressed to the President & CEO, including those of a sensitive and/or confidential nature. Determines appropriate course of action, referral or response.
- Provides a bridge for smooth communication between the President’s office and internal departments; demonstrating leadership to maintain credibility, trust and support with the senior management team.
- Works closely and effectively with the CEO to keep him well informed of upcoming commitments and responsibilities, following up on his behalf as appropriate. Acts as a “barometer”, having a sense for the issues taking place in the environment and keeping the President updated.
- Provides leadership to build relationships crucial to the success of the organization and manages a variety of special projects for the President, some of which may have organizational impact.
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence and other tasks that facilitate the CEO’s ability to effectively lead the station.
- Prioritizes conflicting needs; handles matters expeditiously, proactively and follows-through on projects to successful completion, often with deadline pressures.

Board of Trustees Support and Liaison

- Serves as the President’s administrative liaison to WBGO’s Board of Trustees and Community Advisory Board.
- Maintains discretion and confidentiality in relationships with members of both Boards.
- Adheres to compliance with applicable rules and regulations set in bylaws regarding the Board of Trustees and Board committee matters, including advance distribution of materials before meetings in electronic/paper format.

Senior Leadership Team Liaison

- Participates as an adjunct member of the Senior Leadership Team, including assisting and attending meetings
- Assists in coordinating the agenda for the Senior Leadership Team meetings, all-staff meetings and any off sites.
- Facilitates coordination of travel and outreach plans.

Communications, Partnerships and Outreach

- Ensures that the President’s bio is kept current and responds to requests for materials regarding the President and the station in general.
- Edits and completes first drafts for written communications to external stakeholders.
WBGO
Job Posting

Strategic Initiatives

- Works with the Marketing Department/Strategic Initiatives Team in coordinating the President’s outreach activities.
- Follows up on contacts made by the President and supports the cultivation of ongoing relationships.
- Creates and edits all acknowledgement letters from the President to members/donors/stakeholders.

Qualifications

- Candidates should be keenly aware of the WBGO mission and principles, as well as possess a general understanding of the public media environment.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and donors.
- Demonstrates pro-active approach to problem solving with strong decision-making capability
- Emotional and professional maturity
- Highly resourceful team player with the ability to also be highly effective independently.
- Proven ability to handle confidential information with discretion, adaptable to various competing demands and demonstrates the highest level of customer/client service and response.
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment.
- Forward looking thinker, who actively seeks opportunities and proposes solutions.

Education and Experience Requirements

- Bachelor’s degree or equivalent work experience required
- Strong work tenure: 3 to 5 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
- Proficient in Microsoft Office (Outlook, Word, Excel and Power Point), Adobe Acrobat and Social Media web platforms

At WBGO, our goal is to provide and maintain a work environment that fosters mutual respect, professionalism and cooperation. The station is an equal opportunity employer that does not discriminate on the basis of race, creed, color, religion, national origin, ancestry, language, age, disability or handicap, sex, gender identity, marital status, sexual orientation or any other characteristic protected by applicable federal, state or local laws.