



ADMINISTRATIVE ASSISTANT

PBS North | The North 103.3, located in Northeastern Minnesota, is seeking an experienced and dedicated Administrative Assistant to support the General Manager in day-to-day operations. Ideal candidates will have an extensive skill set in office administration, an enthusiasm for public broadcasting, and an appreciation for the power of noncommercial television.

Main Job Tasks and Responsibilities

- **Administrative Support**
 - Provide comprehensive administrative and clerical support, including data entry, mailing, scanning, faxing, copying, and filing.
 - Prepare and modify documents such as correspondence, reports, drafts, memos, and emails.
 - Maintain both electronic and hard copy filing systems and ensure timely retrieval of information as needed.
 - Assist in scheduling, calendar management, and travel arrangements for the General Manager and other executives.
- **Meeting and Event Coordination**
 - Plan and coordinate logistics for team meetings, client meetings, and community events.
 - Prepare meeting materials, record meeting minutes, and archive materials for the Board of Directors and Beck Foundation meetings.
 - Assist in organizing and supporting public and internal events, ensuring all arrangements meet professional standards.
 - Assist with engagement and stewardship activities for the PBS North Kids Club
- **Compliance and Reporting**
 - Assist with state, CPB, and FCC compliance, policies, and procedures, including reporting and documentation, as needed.
 - Track key reporting deadlines and assist in compiling, reviewing, and submitting reports to ensure compliance.
- **Project Management and Strategic Support**
 - Proactively monitor key projects, supporting executive initiatives through effective organization and follow-through.
 - Conduct basic research and gather information on relevant topics to support informed decision-making.
 - Coordinate cross-departmental activities and ensure seamless communication between executive leadership and department heads.
- **Internal Communications and Office Management**
 - Use sound judgment to prioritize information distribution, maintaining current and accurate communications across departments.

- Order, organize, and manage office supplies to ensure an efficient workflow.
- Serve as a point of contact for executive-level inquiries, resolving administrative concerns with a strong sense of urgency.
- Produce and distribute internal informational materials, maintaining open communication across departments.
- **Financial Support**
 - Assist with basic accounts receivable and payable functions as required.
 - Reconcile credit card statements, ensure supporting documentation for each transaction.
 - Track, code, and reconcile expense reports for executive-level staff, ensuring compliance with budgetary guidelines.
- **Special Projects and Ad-Hoc Responsibilities**
 - Take on ad-hoc projects as assigned, ensuring they align with organizational goals and deadlines.
 - Support executive teams in high-priority initiatives and provide backup support as needed.
- **General Administrative Duties**
 - Maintain Outlook calendar(s) accurately and update meeting invitations in real-time.
 - Schedule and coordinate meetings, conference calls, and appointments.
 - Provide exceptional customer service over the phone and in person to internal and external stakeholders.
 - Perform additional duties as assigned within the scope of the position.

Education and Minimum Requirements

- **Education:** Associate of Arts degree required; Bachelor's degree preferred.
- **Experience:** Minimum 3+ years of administrative experience in a corporate setting, with demonstrated progression in responsibility.
- **Skills and Competencies:**
 - High proficiency in Microsoft Office, including Word (mail merge, embedded documents), Excel (data entry, formulas, formatting), Google Docs, and AirTable.
 - Basic understanding of accounts receivable/payable processes.
 - Detail-oriented with strong analytical and communication skills (both written and verbal).
 - Ability to manage multiple tasks with precision, organization, and time management.
 - Strong research and problem-solving abilities with a proactive mindset.
 - Integrity and discretion in handling sensitive information.

Key Competencies

- Excellent communication and interpersonal skills
- Strong organizational, planning, and prioritizing abilities
- Adaptability, flexibility, and problem-solving skills
- Customer service orientation and teamwork
- High attention to detail and accuracy

- Information gathering and monitoring

Work Environment

The role operates in a professional office environment and routinely uses standard office equipment such as computers, phones, and photocopiers.

Physical Demands

While performing duties, the employee is regularly required to talk and hear, with frequent requirements to stand, walk, use hands, and reach with arms.

Position Type/Expected Hours of Work

This is a full-time position, Monday through Friday, with occasional evening and weekend work as duties demand.

Pay Range

\$45,000 - \$55,000