

POSITION GUIDE

Job Location:

WMHT Public Media
4 Global View
Troy NY 12180

POSITION:

Title: Office Assistant
Department: Administration
Full Time: 37.5 hours per week non-exempt
M-F 8:30am-4:30pm
Reports To: Special Assistant to the CEO

BROAD FUNCTION:

WMHT Public Media, located in New York State's Capital Region, serving Eastern New York and Western New England, is the only locally owned, nonprofit, multichannel public communications organization that reaches beyond the traditional broadcasting model to act as a leader by convening arts, culture, learning and civic interests. WMHT focuses on Community, Culture and Connections by providing entertainment, enrichment and engagement through television, radio, digital media, and educational services. WMHT Public Media is proud to be recognized as one of the Capital Region's Top Workplaces by the Times Union.

At WMHT, we create trusted, unbiased, multi-platform media that meets our audiences where they are and delivers high-quality content that reflects the diversity of our region. We strive to create a workplace culture that values diversity of perspective and lived experience. WMHT provides a place where people are supported to do their best work.

The successful candidate will have a passion for service to the community through their work.

SPECIFIC OPERATIONAL RESPONSIBILITIES:

- Receives visitors
- Operates telephone switchboard. Handles all incoming telephone calls promptly, answering inquiries appropriately and routing calls to station personnel
- Takes messages as necessary and routes them to staff
- Keeps the lobby area neat and orderly
- Supports other departments as needed
- Performs data entry, and other clerical tasks for all departments as assigned
- Maintains facility calendar and performs scheduling duties for conference rooms
- Receives deliveries and distributes to team
- Performs related duties as assigned

REQUIREMENTS:

- Strong PC computer skills, including Microsoft Office and Outlook.
- Ability to learn Adobe Audition
- Experience in general clerical and office procedures
- Efficient, courteous and diplomatic manner, ability to maintain calm, pleasant demeanor in a high-activity environment

- Excellent communication skills and interpersonal skills
- Detail-oriented
- Must be a team player that can also work independently
- Commitment to the mission and goals of public broadcasting

The hourly rate of pay range is \$18 - \$20

To apply, please email a cover letter and resume to vbelden@wmht.org or mail to:

Valerie Belden
WMHT
4 Global View
Troy, NY 12180

WMHT Educational Telecommunications is an equal opportunity employer. The community and audience we serve is diverse, and we wish to foster that diversity in our workplace. Toward that end, WMHT does not discriminate against individuals in hiring, employment or promotion on the basis of race, religion, color, sex/gender, gender identity and gender expression, age, marital status, national origin, sexual orientation, citizenship, handicap or disability, veteran or military status, political belief, pregnancy, genetic information or any other characteristic protected by law.