POSITION SUMMARY: WBGO (Newark Public Radio, Inc.) seeks a skilled Assistant to the President and CEO with a track record of having worked in a high level administrative/office manager role, working in a creative, diverse and fast-paced environment. This position will report directly to the President and CEO but will assist other managers and staff.

Responsibilities:
- Manage President and CEO’s calendar and communication between stakeholders
- Schedule, attend, and support Board, committee, and staff meetings, and events when appropriate
- Organize staff activities
- Provide support for organization's fundraising and programmatic events
- Maintain files
- Administer house media accounts including scheduling and writing FCC compliant copy for Public Radio
- Work with Operations on facility issues
- Manage receptionist

Skills and Capabilities Required:
- Solid knowledge of common office software applications and a comfort with technology
- Highly detail oriented, with excellent organizational skills
- Strong written and oral communication skills
- Ability to work independently and collaboratively
- Self-directed, with the ability to prioritize multiple tasks and manage time
- Outgoing personality and willingness to be flexible with duties and priorities
- Must have a valid driver’s license
- Arts-oriented and a thirst for continuous learning a big plus
- 4-year degree preferred, but not required

HOW TO APPLY:
If interested, please send a resume and personalized cover letter in PDF format, to jobs@wbgo.org, with the subject line “Assistant to the President and CEO.” Position to start as soon as possible -- NO PHONE CALLS PLEASE

ABOUT WBGO: WBGO is the global leader in jazz radio. Founded in 1979, WBGO is a publicly-supported cultural institution that preserves and elevates America’s music: jazz and blues. WBGO reaches a weekly audience of more than 400,000 in the New York/New Jersey metro area via 88.3FM. Through programs such as Jazz Night in America, produced in partnership with NPR and Jazz at Lincoln Center, and WBGO’s position as content provider to NPR, its reach extends to millions more across the country. From its home base of Newark, New Jersey, WBGO has long been an anchor institution in community engagement through its partnerships, concerts, education and news programming.

WBGO is an equal employment opportunity employer and is committed to further building and maintaining a staff that reflects the full range and diversity of our community. WBGO does not discriminate against employees or applications on the basis of race, color, religion, gender, age, national origin, citizenship status, disability, medical condition, military or veteran status, sexual orientation, gender identity or expression, or marital status.