Alaska Public Media (AKPM) is seeking an Executive Assistant to the President/CEO. The Executive Assistant is responsible for providing executive level administrative support to the President/CEO. Duties include and are not limited to: office procedures and operations, maintaining relationships with public broadcasting organizations and legislative and congressional representatives. Participate collaboratively and professionally with AKPM staff to promote the general well-being of the leadership team. Support and seek ways to fulfill the guiding expectations of AKPM embodied in the mission and vision.

Responsibilities include administrative support for the AKPM Board of Directors. AKPM is the source for NPR radio and PBS television for South Central Alaska and stewards the statewide news network.

**Essential Functions:**

The Executive Assistant:

- Provides administrative support to the President/CEO.
- Processes and screens incoming correspondence, reports and documents for the President/CEO; responds to community inquiries regarding station operations.
- Works closely with President/CEO on matters requiring review and/or action (Station Funding/operational objectives at state and national level).
- Reviews, edits and rewrites contracts, leases and agreements relative to administrative operations.
- As directed, prepares correspondence, memoranda, reports. Coordinates and facilitates meetings and conference calls.
- Monitors and facilitates actions items; researches and compiles relative data.
- Coordinate and schedule local, regional and national legislative meetings. Follow-up with deadlines, provide supporting materials, documents, files, take meeting minutes and follow up with appropriate reports and deliverables.
- Responds to substantive administrative inquiries from state and local government agencies/officials, national congressional leaders and related government agencies as required to support AKPM operational and funding objectives.
- Facilitates organization and maintenance of station files; informs, interprets and assist station staff in preparation of required file materials for maintenance of mandated public files; coordinates and facilitates record keeping of station meetings.
As directed by the President/CEO, assist other AKPM departments with administrative support.
- With limited direction, organizes and designs the content for AKPM's monthly programming publication.
- Analyzes and prepares research, complies data, reports/proposals assigned by the President/CEO regarding legislative matters, administrative, station related matters, Public Broadcasting Service and Corporation for Public Broadcasting Business.
- Provide customer service support as needed; answer station telephones; receive guests, staff.
- Represent station at local, regional and national meetings.
- Perform other station duties as assigned.

Other Duties:
Please note this job description does not cover or contain a comprehensive listing of activities. Additional duties and responsibilities will be assigned as deemed necessary to meet AKPM’s needs.

Competencies:
- Act in accordance with AKPM Policies.
- Support AKPM compliance efforts with FCC, CPB, NPR and PBS rules and regulations.
- Communicate effectively.
- Apply critical thinking and problem-solving skills.
- Maintain positive relationships with both internal and external customers.
- Demonstrate consistent outstanding customer service.
- Proficient at customer use to include office software products (word processor, presentation, spreadsheet), custom software packages, internet, and e-mail.
- Consistently demonstrate ethical behavior.
- Must exercise good judgement for the prompt completion of responsibilities.

Employee Expectations

Must be able to work in a constantly changing environment with demonstrated ability to juggle and prioritize multiple, competing tasks, and demands while seeking supervisory assistance as appropriate.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is regularly required to stand, walk, and sit; use hands to handle or feel; reach with hands and arms; talk and hear. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must be able to lift and/or move up to 40 pounds.
Work Environment:

The work environment characteristics described here are typical of a television/radio broadcast office environment and representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform essential functions.

The noise level in the work environment is usually moderate.

Alaska Public Media is an equal opportunity employer.

Please submit a cover letter with your resume when you apply for this position.