

**Opening for Part-Time Receptionist/Administrative Assistant**  
**WLMB-TV 40 Toledo**  
**825 Capital Commons Dr. Toledo, OH 43615**  
**Compensation: \$12 per hour**

**SUMMARY OF POSITION**

*This position will help support the administrative functions of WLMB-TV 40. The ideal candidate will have a positive attitude with a strong willingness and desire to serve our viewers, staff members, and our Lord and Savior, Jesus Christ. Previous experience working in an office setting or performing clerical work is highly preferred. This position will report to the SVP of Business Affairs but will also assist all other areas in the organization.*

**RESPONSIBILITIES**

• Clerical Office Duties

- Answer and route phone calls, voicemails, etc. to appropriate personnel
- File and organize paperwork
- Send faxes, make copies, scan reports, and shred documents as needed
- Make outgoing phone calls
- Sign for incoming packages and deliveries
- Respond to viewer forms submitted online, including Program Guide Requests

• Mail Responsibilities

- Collect and distribute daily mail
- Package and send out thank you gifts
- Prepare and mail accounts payable checks
- Maintain proper balance in postage meter account
- Manage donor acknowledgement letter process
- Help with year-end tax receipt mailing
- Assist in mass mailing projects such as newsletters or pledge reminders

• Donor Relations

- Update/maintain current donor contact information
- Manage donor contributions – maintain pledges and daily/weekly payments received
- Assist donors with any potential questions
- Write/send thank you letters
- Process payments through credit card portal machine
- Support the prayer force coordinator during share-a-thons
- Assist with donor meetings/lunches as necessary

• General Requirements

- Exhibit positive attitude and willingness to be a team player
- Exercise attention to detail and confidentiality along with strong organizational skills
- Show initiative and display excellent communication skills
- Maintain office supply inventory and reorder as needed
- Must be comfortable praying with individuals in person and on the phone
- Answer general station questions to donors and general public
- Keep public areas of the building looking presentable, including lobby, kitchen and conference room
- Welcome guests and volunteers with a hospitable spirit
- Run errands as requested
- Other duties as assigned

**TIME REQUIREMENTS**

Hours are Monday – Friday, 10:00 am – 3:00 pm. However, time outside these “general” hours may rarely be expanded during special events and fundraisers.

**TO APPLY**

You may mail or email (as Word or PDF) your Resume/Cover Letter to:

WLMB-TV 40

Attn: Ben Tousley, Senior Vice President of Business Affairs

825 Capital Commons Dr.

Toledo, OH 43615

btousley@wlmb.com

As a religious broadcaster, Dominion Broadcasting has established a religious qualification for all employee positions at WLMB. In accordance with the FCC’s rules, Dominion Broadcasting makes reasonable, good faith efforts to recruit applicants, without regard to race, color, national origin or gender, among those who are qualified based for employment on their religious belief or affiliation.