

Job Opening at WLMB-TV 40

TOLEDO'S CHRISTIAN TELEVISION STATION

Title: Office Administrator

Hours: Full-time, Monday-Friday / 9:00am – 5:00pm (with some occasional exceptions)

Work to be performed at: 825 Capital Commons Drive, Toledo, Ohio 43615

To apply, please send WLMB your resume and cover letter to careers@wlmb.com.

WLMB-TV 40's Mission Statement

The mission of WLMB-TV 40 is to provide Christ-centered television of high technical quality and programming excellence to uplift, unite, educate, challenge, and encourage our viewers in a manner consistent with the teachings of God's Word.

Brief Summary of Job Description

The Office Administrator will perform a variety of clerical duties in the WLMB offices. Daily tasks include communicating with donors, handling incoming and outgoing mail, processing financial donations, coordinating and leading volunteers, and providing hospitality to station guests and volunteers. The Office Administrator will work closely with and report to the Business Administrator.

Qualifications and Experience

- Be a Christian
- Be a proven self-starter and team player
- Ability to accurately perform multiple detail-oriented tasks with confidentiality
- Maintain accurate, organized records
- Ability to make and receive phone calls and pray with callers as needed
- Maintain a positive attitude and provide hospitality to station guests
- Possess a basic working knowledge of computer skills and have some experience with office software programs

Administrative Assistant List of General Responsibilities *(though not comprehensive)*

Donor Database Software Duties

- Update/maintain donor contact information
- Help manage donor contributions
- Assist donors with questions over the phone and by email
- Process credit card pledges
- Write/send thank you letters and receipts to contributors
- Communicate with donors to assist with cultivating donor relationships

Clerical Office Duties

- File and organize paperwork
- Make outgoing phone calls during fundraising events
- Answer and route incoming phone calls, voicemails, and emails from viewers and donors
- Handle and distribute all incoming and outgoing mail, including thank you gift and online purchase fulfillment
- Fulfill Program Guide requests
- Maintain office supplies
- Keep office environment neat to maintain welcoming atmosphere

Volunteer Leadership

- Contact potential volunteers and coordinate volunteer schedule
- Lead volunteer team during fundraising events
- Oversee hospitality and coordinate food for volunteer and office events

Benefits

Family Health, Vision, & Dental Insurance – 100% of the premium paid by WLMB

Accidental Death & Dismemberment Insurance – 100% paid by WLMB

Retirement 401K Plan with 4% Company Match

Generous Paid Vacation, Personal Days, & Holidays

K-12 Tuition discount at Toledo Christian Schools or Monclova Christian Academy

WLMB-TV 40 is an equal employment opportunity employer, however WLMB has chosen to elect the “religious exemption” (as allowed by Federal law through the rules and regulations of the Federal Communication Commission) so we can select employees based on religious beliefs consistent with the mission statement and the Articles of Incorporation of WLMB-TV 40.