

Job Opening at WLMB-TV 40

TOLEDO'S CHRISTIAN TELEVISION STATION

Title: Executive Assistant

Hours: Part-time, Mon-Friday / 9:00am – 2:30pm (with some exceptions)

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

To apply, please send WLMB your resume and cover letter to jschmitz@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

Executive Assistant will perform many clerical duties in the WLMB offices. The daily tasks vary from collecting and distributing mail, donation gift entry, receiving and routing incoming phone calls, and filing paperwork. Other duties include credit card processing, sending out donor thank you gifts and providing hospitality to our station guests and volunteers. The Executive Assistant also shall:

- Be a born-again, Bible believing Christian with a Christian testimony
- Demonstrate character traits that align with WLMB's Mission Statement
- Be a proven self-starter and team player
- Accurately perform multiple detail-oriented tasks with confidentiality
- Be comfortable making outgoing phone calls and praying with people on the phone
- Maintain a positive attitude and create positive first-impressions with hospitality
- Work closely with the Business Administrator
- Possess a basic working knowledge of computer skills and have some experience with office software programs
- Be able to call and recruit volunteers and occasionally oversee the WLMB Prayer Room during WLMB's Share-a-thons
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Executive Assistant List of General Responsibilities

Reports to: Senior Vice President of Business Affairs

Donor Database Software Duties

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

Clerical Office Duties

- File and organize paperwork
- Make outgoing phone calls during fundraising events
- Write and mail hand-written thank-you notes as well as other donor-development duties
- Sign for incoming packages and deliveries to WLMB
- Fulfill Program Guide Requests
- Package and mailing fundraising thank you gifts & online store items
- Answer and route phone calls, voicemails, and emails answering viewer questions and handling messages from clients. This includes helping donors with questions about their pledges.

General Duties

- Exercise attention to detail and confidentiality
- Keep accurate records and organize file cabinets
- Collect and distribute mail
- Maintain office supplies and keep copy room organized
- Maintain postage in postage meter
- Pray with individuals over the phone as needed
- Answer general station questions to donors and general public
- Keep public areas of the building looking presentable, clean, and tidy
- Hospitality – Welcome show guests and ensure they have a positive experience

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.