

JOB OPENING FOR MANAGEMENT ASSISTANT

The mission of Pacific Islanders in Communications (PIC) is to support, advance, and develop Pacific Island media content and talent that results in a deeper understanding of Pacific Island history, culture, and contemporary challenges.

The management assistant provides general administrative support to staff in operations, programming, development and engagement. This individual serves as the first point of contact for the organization and as the staff hub.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Office Administration

- Provides general administrative support to staff. Duties include word and spreadsheet processing, photocopying, faxing, filing, labeling, organizing conference calls, proofreading, ordering office supplies, taking notes during staff meetings and updating agenda, drafting correspondence and performing errands.
- Provides general office reception including answering phones; greeting guests; shipping and receiving and routing incoming mail and parcel.
- Coordinates travel arrangements for producers and staff.

Media Fund

- Works with program director to maintain the media fund process while providing administrative support.
- Answers general inquiries about the online application process and assists producers with online application.

Program Support

- Routes, scans and mails contracts and amendments.
- Ensures all digital files are named correctly and saved in appropriate folders.

Development

- Assists in gathering information about development opportunities, tracks deliverables for all development activities and inputs appropriate development information into database.

Engagement

- Assists with the organizational newsletter and updates.
- Maintains current contact email list and database.

COMPETENCIES

Must be able to work in an individual and team setting

QUALIFICATIONS

Education and/or Experience – Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

Computer Skills – Macintosh version of Word, Excel, Internet. Filemaker Pro. Other office equipment.

Certificates, Licenses, Registrations – Valid driver's license and self-insured vehicle.

Other Skills and Abilities – Project management. Knowledge of Pacific Island cultures. Knowledge of the public television system. Familiar with not-for-profit organizations. Familiar with video and projection equipment, video connectors, and electrical safety. Knowledge of video production.

Physical Demands –The employee must occasionally lift and/or move up to 25 pounds.

If interested, please send resume and cover letter to jobs@piccom.org.