



Job Description

Are you an organized, detail-oriented individual who would like the opportunity to contribute their superior administrative talents to help a national non-profit achieve its mission? The National Association of Broadcasters Education Foundation (NABEF) needs a coordinator who enjoys learning and thrives in a fast paced, creative environment. The coordinator will provide administrative support for Vice President and President, NABEF and assist the foundation staff with the foundation initiatives. The individual will serve as the first point of contact for the NABEF.

Responsibilities include administrative and program support including the database and office management, scheduling, research and correspondence. This position is the administrative backbone for the foundation. The coordinator ensures the timely processing of invoices and expenses and serves as a liaison with other NAB staff including the finance department. This individual in this role will interact with numerous broadcasters via the phone and Web conferencing on a regular basis and must possess and professional demeanor and positive attitude. These are but a few of the challenging, yet rewarding responsibilities associated with this growth opportunity.

The National Association of Broadcasters Education Foundation is dedicated to advancing the future of broadcasting through diversity, education and the recognition of community service efforts.

We execute our mission through leadership and management training and career development for broadcasters, initiatives to diversify the broadcast industry and our annual event, the Celebration to the Service to America gala. Successful candidates will possess a Bachelor's degree and/or one to two years related professional experience and/or training or equivalent combination of education and experience. Must have a working knowledge of Microsoft Office Suite, including Outlook, Word, Excel and PowerPoint, Access (or other database software). Strong administrative skills. Ability to communicate clearly and effectively, both orally and in writing. Organized, detail-oriented individual with a positive attitude. Must be articulate and work well under pressure. Excellent phone and oral communications skills are required.

NABEF is the non-profit arm of the National Association of Broadcasters, a trade association that advocates on behalf of more than 8,300 free, local radio and television stations and broadcast networks before Congress, the Federal Communications Commission and the Courts.

Please send cover letter with resume to HR@nab.org.

Title: Foundation Coordinator, NABEF

Department:

Reports To:

Employment Type:

Classification:

Education Level:

Years of Experience:

Travel
Requirements:

Employee Statement of Understanding

I have read and understand the job description for my position. I am able to perform all of the essential functions of this position.

I agree to comply with NAB's Employment Policies and Practices Manual and all laws, rules, regulations and standards of conduct

relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the standards of conduct to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of the organization. All employees are required to adhere to the values in all their interactions with customers and fellow employees.