



115 North 5th East, Riverton, WY 82501

JOB DESCRIPTION: OFFICE ASSISTANT AND DATABASE COORDINATOR

Job Title: Office Assistant and Database Coordinator
Reports to: Executive Director
Job Summary: This is a full-time, renewable, twelve-month position that requires an energetic and organized person to fulfill all administrative duties for the Wyoming PBS Foundation and to assist with managing the underwriting program for Wyoming PBS. Good communication skills are a must for success.

Office Assistant and Database Coordination: duties include, but are not limited to:

- work directly with membership to assist with account questions and inquiries when membership/pledge coordinator is unavailable for assistance;
- compose or assist the executive director and membership/pledge coordinator as necessary with all Wyoming PBS Foundation correspondence, including member and underwriter communications;
- assist with member and underwriter billings, pledge fulfillments, and thank-you letters
- enter data as needed into the Raiser's Edge data base, run queries as needed, and produce mailing lists as needed;
- maintain office supplies, including letterhead, envelopes, and membership materials;
- prepare materials for Wyoming PBS Foundation board meetings and send to all board members in advance of each meeting; take minutes at the board meetings and distribute to all board members,
- work with the WyomingPBS station to provide foundation reports.
- Other duties as assigned

Bookkeeping: duties include, but are not limited to:

- being the primary point of contact with our bookkeeping firm,
- enter membership, pledge, and grant deposits into Raiser's Edge database system, as well as make deposits at local financial institution,
- scanning and electronically sending all financial information to our bookkeeping firm for entry into our GL as well as working with them on all other financial responsibilities,
- handle monthly payroll entries via electronic online payroll services,
- manage pass-through account details with other agencies that partner with WyomingPBS Foundation.
- Other duties as assigned.



115 North 5th East, Riverton, WY 82501

Preferred Qualifications:

- Bachelor's or Associate's degree in business/management, marketing, communications or related field, or demonstrated equivalent experience;
- Two to three years' experience in non-profit or business management;
- Demonstrated financial and office management experience;
- Excellent communication, interpersonal and organizational skills;
- Able to work extended evening and/or weekend hours as required;
- Demonstrated capability with computer technology to efficiently accomplish work, using Microsoft Office programs, email, internet, and database management software;

Other Qualifications and position expectations:

- Knowledge of and interest in public television programming and services;
- Ability to work independently and in a team environment, managing multiple projects;
- Must be a self-starter, focused and driven to produce results and come up with solutions to challenges;
- Ability to meet deadlines with attention to detail;
- Experience with volunteers and Boards.

Salary is dependent upon experience.

* * *

Wyoming PBS and the Wyoming PBS Foundation are committed to continually supporting, promoting, and building an inclusive and culturally diverse environment, and we encourage applications from female and minority candidates. Both Wyoming PBS and the Foundation are equal opportunity employers and do not discriminate in any employment practice on the basis of sex, age, race, creed, disability, or national origin.