



## The Virgin Islands Public Television System

Executive Assistant  
St. Croix Job Posting  
Reports to Chief Executive Officer

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### **Job Summary:**

The Virgin Islands Public Broadcasting System (VIPBS) is in search of a candidate to fill our Executive Assistant position. The successful candidate is responsible for maintaining a smoothly and efficiently organized office for the Chief Executive Officer.

### **Duties and Responsibilities:**

- Organizes the CEO's office, including maintaining the calendar of events appointments and deadlines that require a timely response;
- Coordinates incoming and outgoing correspondence for the Executive Office;
- Performs Public Relations and Marketing duties;
- Maintains and manages public files as required by FCC and ensures information is updated in a timely manner in accordance with FCC rules and regulations;
- Stays updated and informed about activities regarding national organizations and affiliates that require input and participation of the CEO;
- Organizes programs, events, meetings or conferences and controls events budgets;
- Performs complex and confidential administrative functions for the Executive Office.

### **Qualifications:**

- Public Relations or Marketing background;
- 5-7 years of administrative experience; *or* any equivalent combination of experience and training that provides the required knowledge, skills and abilities to perform the job;
- Ability to multi-task and be a self-starter;
- Excellent oral and written communication skills; and
- Computer literate in business software;

Interested applicants should submit a cover letter, resume and three (3) current professional letters of recommendation to:

Jamilya Christopher  
Human Resources Manager  
[jchristopher@wtjx.org](mailto:jchristopher@wtjx.org)  
Virgin Islands Public Broadcasting System  
P.O. Box 7879  
St. Thomas, VI 00801

***Application Deadline: Open until filled***

Virgin Islands Public Broadcasting System is an Equal Opportunity Employer