Virgin Islands Public Broadcasting System

**Executive Assistant**
Location: St. Croix, Virgin Islands
Unclassified/Exempt Employee position

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:

Catrina Beyer
Special Assistant to COO
Virgin Islands Public Broadcasting System
P.O. Box 7879
St. Thomas, VI 00801
cbeyer@wtjx.org

**Application Deadline: Open until filled**

Virgin Islands Public Broadcasting System is an Equal Opportunity Employer