



MEMORANDUM

TO: Interested Parties
FROM: Shae Hopkins, Executive Director
DATE: November 6, 2017

A handwritten signature in blue ink that reads "Shae Hopkins".

The Kentucky Authority for Educational Television has the following full-time job opening at the KET Network Center in Lexington.

JOB TITLE: Executive Assistant

REPORTS TO: Executive Director/CEO

RESPONSIBILITIES:

- The position provides executive support and serves as the primary contact for calls, correspondence, meeting logistics, travel planning and other matters relating to the office of the executive director.
- Serves as the liaison to the Kentucky Authority for Educational Television. Maintains official and compliance records, including posting board meeting notices, preparing meeting agendas, coordinating reports, preparing board books and minutes, as well as arranging meeting logistics.
- Provides administrative support for select Senior Directors and Transmission Systems Division.
- Responsible for a variety of other duties related to administrative functions, including the organization and maintenance of official agency records.
- Other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED:

- Bachelor's degree in related field or a minimum of five years of senior executive support experience or an equivalent combination of education, training and experience.
- Must have the ability to work independently and prioritize tasks efficiently in an executive environment with professional communication and interpersonal skills.
- Must be highly organized and able to perform and prioritize multiple tasks with excellent attention to detail.
- Must project a professional appearance and demeanor.
- Proficiency in Outlook, Word and Excel required. Proficiency in PowerPoint desired.
- Knowledge of KET and public broadcasting industry a plus.

SALARY: Dependent on qualifications and experience

CONTACT: Send state application, cover letter and resume to Employment & Recruiting, KET, 600 Cooper Drive, Lexington, KY 40502; e-mail to jobs@ket.org; or fax to 859-258-7765. Position will remain open until filled. **Equal Opportunity Employer**