



EXECUTIVE ASSISTANT

Reports to: Director-General, NABA/Head of Secretariat, WBU
Application Deadline: May 24th, 2023
Position Start date: June, 2023
Salary: Commensurate with experience, Permanent renewable contract
Hours: Full-time, 09:00 – 17:00 Monday to Friday (40 hours/per week). Currently two days a week remote and three days in office.

The North American Broadcasters Association (“NABA”) is a non-profit association of some of the most influential broadcasting organizations in Canada, the United States, and Mexico committed to advancing the interests of broadcasters at home and internationally. NABA’s members include (but are not limited to) Bell Media, CBC/Radio-Canada, Corus Entertainment, FOX, NBCUniversal and Paramount Global to name a few. NABA provides representation for North American broadcasters in global forums on topics including technical standards and digital transition, spectrum-related issues, territorial integrity of broadcasters’ signals, journalism issues such as freedom of speech and protection of journalists in emergency situations, as well as the protection of content and intellectual property. Moreover, NABA acts as the Secretariat office for the World Broadcasting Unions (WBU), which is the coordinating body representing the seven regional broadcasting unions worldwide (including NABA).

NABA is seeking a highly detail-oriented, multi-skilled professional with top notch communication and organization skills who is motivated to work in a fast-paced small-staff environment. The position requires an individual that is resourceful and can work autonomously (and with others), take initiative, and demonstrate excellent follow-through. The candidate must be a team player and exhibit strong interpersonal skills and the ability to manage multiple assignments simultaneously. To be successful in this position, the candidate must be results-oriented with a strong work ethic and demonstrated ability to effectively prioritize workflow. The individual must also demonstrate the ability to work with confidential information and exhibit a high degree of diplomacy.

Reporting directly to NABA’s Director-General/Head of WBU’s Secretariat, this position includes a variety of administrative responsibilities supporting the Director-General/Head of Secretariat and the entire NABA/WBU Secretariat Office.

Key responsibilities include:

- Direct administrative and project support to the Director-General/Head of Secretariat.
- General administrative, office management and communication support to the Secretariat office, including assistance with planning meetings and special events of both NABA and the WBU.

Duties include:

Support to Director-General and Secretariat Office:

- Manage and coordinate the Director-General’s schedule, appointments, reservations, and travel arrangements, which also includes preparing expense claim forms and compiling itineraries.

- Manage a large volume of electronic correspondence and communication with NABA members and contacts, including flagging and providing verbal briefing to the Director-General on issues of importance.
- Research and compile data, as well as liaise with individuals and groups inside or outside of the association on behalf of the Director-General.
- Prepare correspondences, presentations, and documents for meetings and special events.
- Organize meetings involving multiple senior executives.
- Assist with the planning, organizing, and coordination of NABA/WBU meetings and special events, including managing registrations and RSVPs and creating meeting materials such as agendas, name badges and title slides.
- Assist in overall office management including electronic filing systems, contacts database, budget tracking, annual membership renewals, administration of accounts receivables/payables, and ordering office supplies.
- Compile meeting notes during staff meetings as needed,
- Proof/edit NABA documents, reports, and articles, many of which are very technical in nature.
- Field incoming requests via email or telephone from industry senior executives, international contacts, potential members, media, and consultants.
- Maintain the industry events calendar (via Microsoft Outlook calendar and Google Calendar).
- Write and distribute industry newsletter and press releases.
- Maintain NABA/WBU social media accounts.
- Maintain NABA/WBU websites.
- Support both the Director, Administration, and Senior Committees Coordinator as needed.
- Desire to grow with the role and take on additional responsibilities as opportunities arise.

Ideal skills, qualifications, and competencies:

- A degree or diploma in Communications, Public Relations, Broadcasting (Radio or Television), Journalism, Office Administration or an equivalent combination of education and experience.
- Strong skills in Microsoft Office: Word, Outlook, Outlook365, PowerPoint, and Excel.
- Strong comfort with Adobe Acrobat and Photoshop.
- Strong familiarity working within cloud-based environments (OneDrive, DropBox), social media platforms (Twitter, Facebook, LinkedIn), conferencing platforms (Zoom, Teams) and website editing (WordPress).
- Graphic design experience an asset.
- An understanding of basic IT functionality an asset.
- Proven ability to effectively prioritize workflow.
- Must be comfortable with multi-tasking in a fast-paced environment with close attention to detail, accuracy, and timeliness.
- Excellent interpersonal, written and oral communication skills.

- Experience writing and distributing organizational newsletters an asset.
- Experience writing and distributing press releases an asset.
- High level of diplomacy with the ability to exercise good judgment, show initiative, and be proactive.
- High standards of ethics and confidentiality to handle sensitive information.
- Extremely detail-oriented.
- Previous experience working with senior executives.
- Experience with preparing data management and budgeting spreadsheets.
- Experience in planning and implementing special events (e.g., webinars, seminars, conferences, symposiums).
- Budgeting/Accounting and/or legal experiences are definite assets.
- Competency in another language such as French and/or Spanish is a definite asset.
- Research experience, resourcefulness, and an aptitude for topics of a technical nature an asset.
- Knowledge of the broadcasting industry desired.

* Please submit your cover letter and resume in one PDF document emailed to contact@nabanet.com addressed to Anh Ngo by May 24th.

** While we appreciate your interest, please DO NOT call or email the Secretariat office to follow up or inquire on the status of your application. Only candidates selected for an interview will be contacted.