

ALASKA PUBLIC MEDIA
3877 University Drive
Anchorage, Alaska 99508
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Title: TV Programming/Traffic Associate – Part Time
Reports to: CEO/General Manager
FSLA Status: Non-exempt
Version: 1.1

Job Summary

The primary duty of the TV Programming/Traffic Associate is to assist in the scheduling and maintaining Corporate Support spot placement and television log reconciliation.

Collaborate and communicate with other AKPM departments and colleagues to ensure cooperation and appropriate assignments for all TV development, corporate support and log activities.

Essential Functions

- Review sales contracts for accuracy and enter into ProTrack scheduling software.
- Maintain corporate client database in ProTrack
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Duties and Responsibilities

- Keeps current on program listing to help audience/members calling with scheduling questions.
- Complete and submit monthly Nielsen Programming Reports
- Complete Kid's Club information spreadsheet monthly and disseminate to proper departments.
- Build KSKA Days and submit to proper departments.
- Assists Membership Data Base Manager with receiving and mailing of thank you gifts.
- Backup Administrative Assistant with sort incoming mail and record all donations into member accounts.
- Backup Administrative Assistant with updates member address and credit card information in Allegiance database.
- Call members regarding expired credit card numbers and update Allegiance database accordingly.
- Respond to member inquiries regarding contributions.
- Other duties as assigned.

Required Minimum Qualifications

- High school/GED and 1 year relevant experience
- Must communicate in English both verbally and in writing

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Desired Qualifications

- Strong ability in basic math.
- One year experience in Excel.
- Two years' experience data entry.
- Working knowledge of basic programming traffic systems

Allowable substitution

If necessary, alternative combinations of education and experience will be evaluated by the Human Resources Office for comparability.

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Send resume and cover letter to hr@alaskapublic.org or apply on line at www.alaskapublic.org/careers