

**This position is posted for Iowa Public Radio.
It is not a University of Northern Iowa position.**



NETWORK ADMINISTRATIVE ASSISTANT
In the Des Moines Office

Iowa Public Radio (IPR) seeks an energetic and self-motivated professional to join the staff as the Network Administrative Assistant. Located in the Des Moines office, this individual will serve as a resource to the CEO and senior leadership team, coordinating meetings, maintaining contracts, agreements, and databases, performing basic human resources functions, and serving as the initial point of contact for general inquiries to IPR. Additionally, the Network Administrative Assistant will maintain corporate and foundation relations files and other activity files relative to prospect management.

Required Qualifications

The successful candidate will have a bachelor's degree and at least one year of clerical or related experience, or an AA degree in a business education program combined with at least two years of office administration experience. This individual must also be proficient in the Microsoft Office 2007 Suite, including Word, Excel, Outlook, and Powerpoint.

Preferred Qualifications

Organizational skills as well as a high level of discretion managing confidential information and experience in a nonprofit setting.

Application Process

Submit letter of application (cover letter), resume, and contact information of at least three (3) professional references to:

Network Administrative Assistant Search
c/o Matt Sieren
Iowa Public Radio
2111 Grand Avenue, Suite 100
Des Moines, IA 50312
iprrecruiting@iowapublicradio.org

E-mailed applications should include the subject line "Network Administrative Assistant Search." Inquiries may be routed to iprrecruiting@iowapublicradio.org or phone (515) 725-1700.

For full consideration, applications must be received by 5 pm Friday, October 2, 2009. The selected applicant will be subject to a background check prior to signing a final agreement.

Iowa Public Radio is an Equal Opportunity Employer.

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