



OFFICE & PROGRAMMING MANAGER application information

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QUALIFICATIONS

Required

- Experience and knowledge in principles of bookkeeping, insurance, and local, state, and federal reporting requirements.
- Proficiency in database management and accounting (QuickBooks preferred) software.
- Experience and thorough understanding of payroll processes including withholding, insurance, benefits, taxes, state and federal reporting requirements and procedures.
- Superior attention to detail, problem solving, and organizational skills.
- Above average level of competency with PC and/or Mac related software.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of diverse populations.
- Superior written and verbal communication skills and the ability to create, compose, and edit written materials.
- Enthusiastic and energetic self-starter with a demonstrated ability to work independently while still being a part of a team.
- Ability to produce high volume of work in a timely manner with minimal supervision.
- Interest in community media principles and education.
- Eyesight, hearing, and manual dexterity sufficient to operate electronic devices, computers, and office equipment.
- Ability to lift equipment (minimum 30 lbs.).
- Possess a valid driver's license and have access to a reliable vehicle.
- Flexibility in work schedule, including some evenings and weekends.
- Project an appropriate professional appearance and demeanor.

Preferred

- Strong design sense and familiarity in Adobe Photoshop, Publisher, Illustrator, and/or InDesign.
- Experience with Human Resource (HR) general principles and practices.
- Familiarity with HTML, CSS and/or WordPress.
- Experience working with and managing volunteers.
- Ability to troubleshoot technical issues independently.

EDUCATION & EXPERIENCE

Any combination of education and experience that provides the skill, knowledge, and abilities required to qualify will be considered. Desirable education includes technical school, college-level study, or background in office management, bookkeeping, communications, graphic design, or a related field.

HOURS

40 hours per week, mainly weekdays. Schedule is adaptable for the ideal candidate. The position, however, requires scheduling flexibility and availability to work some weekends and/or evenings during scheduled events, emergencies, or when required to meet deadlines.

COMPENSATION & BENEFITS

Position is Full-Time, exempt. Beginning annual salary \$36,000.00 to \$41,000.00 DOE.

Benefits include:

- Paid Time Off (PTO) and holidays
- Single plan health insurance
- Supplemental Insurance
- Simple IRA employer contribution (after twelve months)

APPLICATION & SELECTION PROCESS

To apply, email a current resume, completed application form, and cover letter to info@freetv.org or deliver to DMA at 307 N 4th St, Bismarck, ND 58501 on or before 5:00 p.m., Friday, August 18, 2017. The most qualified candidates will be invited to an interview.

DAKOTA MEDIA ACCESS

DMA is an award-winning, non-profit community media organization which serves the cities of Bismarck and Mandan area by managing the production facilities, equipment, programming, and distribution systems for the area's public, educational, and governmental media needs. DMA operates Community & Government Access Television, KDAK FM Radio, kdakfm.org, freetv.org, the Dakota Film Festival, and the Community Media & Training Center.

We provide a creative working environment that serves the community in a unique way. The many non-profit groups we assist, the government meeting coverage we provide and the opportunities we offer to local community producers makes our work both stimulating and rewarding. To learn more about DMA, visit our web site at freetv.org.