

KENOSHA NEWS

5800 Seventh Avenue | Kenosha, Wisconsin 53140-4194 | 262.657.1000 | 800.292.2700 | Fax: 262.657.8455 | www.kenoshanews.com

Assistant to the Publisher/Community Outreach Specialist

We are committed to delivering the best to our vendors, subscribers and employees. To continue to make a difference, we need an experienced and professional executive assistant. This position will report directly to the Publisher and support Human Resources and members of the senior management team. The Executive Assistant will create and implement annual community outreach objectives and be the primary point of contact for external constituencies on all matters pertaining to the Office of the Publisher. The Executive Assistant will also coordinate meetings and meeting rooms, prepare meeting notes and oversees special projects.

To be successful in the role, the Executive Assistant must be organized, detailed, results-driven and community oriented. The ideal individual must have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative and organizational skills, and can balance multiple priorities. They must also be able to work independently, work well under pressure and handle a wide variety of activities and confidential matters with discretion.

If you are interested in joining our award-winning newspaper and would like to work closely with our management team to continue to deliver the best internally and within the community, please send a cover letter and resume to: hr@kenoshanews.com or apply at:

Human Resources
Kenosha News
5800 Seventh Avenue
Kenosha, WI 53140

Equal Opportunity Employer