

Herald Tribune Media Group Job openings (Sarasota, FL)
Contacts below

***Assistant to the Publisher**

Assistant to the Publisher - The Herald-Tribune is seeking an Assistant to the Publisher. This position will act as a liaison with employees and the community, and will be responsible for a wide variety of project work to include a coordinating role with the Season of Sharing campaign, Grassroots Leadership Initiative, NYT Foundation grant applications and bookings for the HTMG conference center, among others. Qualified individual must possess good customer/employee relations skills, administrative acumen and knowledge of PC windows applications. Two years of college preferred and writing experience is a plus. The Herald-Tribune offers an excellent compensation and benefits packet to include medical, dental, vision/hearing and life insurance. Based on eligibility requirements we also offer benefits such as 401k, pension and retirement programs, paid vacation and more.

Qualified applicants please submit resume with salary requirements to:
Director of Human Resources
1741 Main Street
Sarasota, FL 34236
Or e-mail: trish.mcconnell@heraldtribune.com
No Phone Calls Please!