



WisCorps, Inc.
789 Myrick Park Drive
La Crosse, WI 54601

Now Hiring Headquarters Staff!

Position Title:	Administrative Assistant
Position Type:	Part-time (20 hours per week), March 1, 2021 start date
Location:	La Crosse, WI
Benefits:	Competitive pay, excellent work environment, opportunity for advancement
To Apply:	Email cover letter & résumé to Emily Post at emily.post@wiscorps.org by 5:00pm on February 10, 2021

About WisCorps:

The WisCorps mission is to develop leadership, self-confidence, and a strong work ethic in youth and young adults through the active stewardship of Wisconsin's communities and natural resources. WisCorps, Inc. is a 501(c)(3) conservation corps headquartered in La Crosse, Wisconsin that engages youth and young adults in two areas: conservation projects and nature education.

Position Overview:

The Administrative Assistant reports to the Administrative Manager and assists with accounting support functions including purchasing, bill paying, invoicing, filing, compiling reports, and data entry into the bookkeeping system. The Administrative Assistant will also be responsible for general office management duties including answering phones, reception, returning emails, scheduling appointments, ordering supplies, making copies, and assisting with other duties/projects as needed.

The Administrative Assistant will work closely with the Administrative Manager to ensure that all AP/AR information is up-to-date, time cards are accurate, and income/expenses are coded correctly.

During the field season, the Administrative Assistant will help with administrative support functions of each WisCorps conservation crew including creating administrative binders, coordinating hiring paperwork for new staff, and performing an administrative check out with each crew at the end of each session.

Some weekends may be required throughout the course of the field season.

Administrative Assistant Responsibilities:

- Commitment to equity and inclusion in all interactions and communications
- Provides information to staff and program participants by answering questions and requests
- Troubleshoots basic computer and technology problems
- Handles general inquiries coming into the office – phone, e-mail and visitors
- Coordinates work flow and seeks to reprioritize tasks as needed
- Orders office supplies and maintains inventory
- Assist with accounting support functions including purchasing, bill paying, filing, and data entry into the bookkeeping system
- Work closely with the Administrative Manager to ensure that all AP/AR information is up-to-date, time cards are accurate, income/expenses are coded correctly
- Coordinate administrative functions of crews, create admin. binders, perform checkouts, attend programmatic special events
- Assist as needed with the onboarding process with all new WisCorps staff members
- Remain drug free and refrain from use of alcohol while on duty
- Meet regularly with the Administrative Manager to discuss any problems, successes, potential issues, updates
- Perform other duties as needed including: posting recruitment ads, light IT and/or website work, maintaining a clean and organized office space, recording meeting minutes, running errands, and office-related projects

Administrative Assistant Qualifications:

- Excellent computer proficiency
- Meticulous attention to detail
- Ability to solve problems and think creatively when faced with obstacles
- Efficient time manager and able to set and meet deadlines
- Able to maintain confidentiality of information
- Highly organized and able to reprioritize tasks as needed
- Flexibility and sense of humor
- Able to carry out tasks with minimal supervision
- Eagerness to take initiative and continually improve
- Must have a valid driver's license, ability to drive, and insurable driving record.
- Experience with Microsoft Office Software, including Outlook, Excel, and Word a plus
- Demonstrated ability to effectively navigate an office environment
- Proficient verbal and written communication skills
- Experience with basic bookkeeping and accounting support functions preferred
- Experience with QuickBooks or similar accounting software a plus
- Ready to undergo a criminal background check
- Believes in the WisCorps mission and willing to adhere to WisCorps policies and procedures

Thank you for your interest in this position. Qualified applicants will be considered for employment without regard to race, color, sexual orientation, national origin, age, ethnic identity, disability, marital status or veteran status.