



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

### Now Hiring Headquarters Staff!

<b>Position Title:</b>	Administrative Assistant
<b>Position Type:</b>	Part-time (up to 20 hours per week)
<b>Location:</b>	La Crosse, WI
<b>Rate:</b>	\$10-12/hour, based on experience
<b>Benefits:</b>	Competitive pay, excellent work environment, opportunity for advancement
<b>To Apply:</b>	Email cover letter & résumé to Emily Post at <a href="mailto:emily.post@wiscorps.org">emily.post@wiscorps.org</a> by 5:00pm on January 3, 2022

#### 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 Director of Administration and assists with accounting support functions including purchasing, bill paying, invoicing, filing, compiling reports, and data entry into the bookkeeping system (QuickBooks). The Administrative Assistant will work closely with the Director of Administration to ensure that all AP/AR information is up-to-date and income/expenses are coded correctly.

The Administrative Assistant will also be responsible for general office management duties including answering phones, reception, returning emails, scheduling meetings, ordering supplies, making copies, and assisting with other duties/projects as needed.

During the field season, the Administrative Assistant will help with administrative support functions of each WisCorps conservation crew including 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:

- Commit to equity and inclusion in all interactions and communications
- Assist with accounting support functions including purchasing, bill paying, filing, and data entry into the bookkeeping system
- Work closely with the Director of Administration to ensure that all AP/AR information is up-to-date, income/expenses are coded correctly
- Provide information to staff and program participants by answering questions and requests

- Assist as needed with the onboarding process with all new WisCorps staff members
- Troubleshoot basic computer and technology problems
- Handle general inquiries coming into the office – phone, e-mail and visitors
- Coordinate work flow and reprioritize tasks as needed
- Order office supplies and maintains inventory
- Coordinate administrative functions of conservation crews, perform checkouts, attend programmatic special events
- Meet regularly with the Director of Administration and Administrative Department team members to discuss any problems, successes, potential issues, updates
- Remain drug free and refrain from use of alcohol while on duty
- Perform other duties as needed including: light IT and/or website updates, maintaining a clean and organized office space, recording meeting minutes, running errands, and office-related projects
- Seek to remove barriers to participation and create a safe and welcoming environment for crew members and staff from communities traditionally marginalized in the conservation movement, including, but not limited to BIPOC, AAPI, LGBTQIA+, Hispanic/Latinx, and individuals with disabilities
- Lead with an anti-racist mindset and continually evaluate WisCorps policies and procedures to identify and refine or remove those that do not support equity, diversity, and inclusion

#### **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
- Demonstrated ability to effectively navigate an office environment
- Proficient verbal and written communication skills
- Experience with basic bookkeeping and accounting support functions a plus
- Experience with QuickBooks or similar accounting software a plus
- Experience with Microsoft Office Software, including Outlook, Excel, and Word a plus
- Ready to undergo a criminal background check
- Believes in the WisCorps mission and willing to adhere to WisCorps policies and procedures

*WisCorps provides equal employment opportunities without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran per applicable federal, state and local laws. We are committed to assuring equal employment opportunity and equal access to services, programs, and activities for persons with disabilities. If you have a disability and need to access information in an alternative format or need it translated to another language, please contact us by phone at 608-782-2494, by email at [staff@wiscorps.org](mailto:staff@wiscorps.org) or Wisconsin Relay 711.*