



Title: Office Manager, People First Wisconsin

Job Location: Glendale, WI

Position Type: Part-Time, 15 hours per week – (a sample work schedule may be- 5 hours, 3 days a week: M, W, Th.) Some weeks may increase to 20 hours if travel is required. 6-month probationary period with 2 performance reviews.

Wage: \$15-\$17 based on experience

General Summary:

Applicant will be responsible for daily business operations of a non-profit agency. Tasks include and are not limited to:

- Budgeting and basic accounting
- Grant management and reporting
- Provide support to staff and membership to complete various tasks
- Public relations and marketing duties – emails, calls, database, website, and social media
- Presentations and events preparation

In State travel required for quarterly board meetings, legislative visits, and other events.

Responsibilities:

1. Serve as direct assistant to the Executive Director. (i.e. Plan, coordinate, and support meetings and events including advance preparation, note taking, and follow up).
2. Daily business operations: Develop, implement, and oversee all aspects of accounting for the organization. Accounting duties include, but not limited to: complete financial reports, submit paperwork, invoice and bills to accounting firm, create monthly reports, cash flow reports, and maintain general accounting systems.
3. Provide support to people with intellectual disabilities on projects related to self-advocacy or public policy – understand and educate staff and board members on current issues related to the mission of People First.
4. Establish and maintain good communication, collaboration, and cooperation within the organization, its funders, and general public.
5. Assist in trainings related to the mission and function of People First Wisconsin.
6. Mastery of Microsoft Office, including PowerPoint and Excel. Google applications, including Drive and Google Calendar, website, database, and social media.

Qualifications:

1. 3-5 Years prior office experience.
2. High School minimum, 2 year degree or more preferred.
3. Prior work with non-profit agencies and/or people with disabilities preferred.
4. Flexible communication styles.
5. Valid driver's license and reliable transportation.
6. Three professional references upon request, and ability to clear standard background check.

To be considered for this position, please submit resume and cover letter to peoplefirstwi@gmail.com by **May 1, 2019**. Interviews will begin the week of May 6, 2019.