



Administrative Assistant

United Way of Sheboygan County (UWSC) is hiring!

We are looking for an organized, detail-oriented and civic-minded person to join our flexible, family-oriented and mission driven team. Be a part of an organization improving lives and community conditions through measurable and lasting ways.

Summary of Position

The Administrative Assistant works closely with our finance and fund development teams in various aspects of campaign to optimize our ability to function efficiently and effectively as an organization. This part-time position can be a flexible schedule, changing week to week depending on the candidate or be consistent days/hours of week, averaging around 10 hours/week.

Essential Administrative Duties and Responsibilities include the following (other duties may be assigned):

- Processes campaign materials and mailings, including annual appeals, thank you acknowledgements, and other mailers as needed
- Assists in answering the phone when present
- Processes mail on days in office
- Daily data entry assistance when needed
- Responds to donor and customer inquiries in collaboration with all departments
- Assists in management of listservs and donor data
- Support duties needed for staff, board, and community reporting
- Maintains positive working relationships with all external and internal contacts across the organization through timely and professional responses to inquiries during scheduled work hours
- Participate in all UWSC events and activities demonstrating the ability to be a good colleague, proactive collaborator, and team builder when available
- Models and works to advance UWSC's commitment to diversity, equity, inclusion, and belonging in partnering and engaging with Board, staff, volunteer, donor, and community stakeholders

Supervisory Responsibilities

This job does not have supervisory responsibilities.

Qualifications, Education and/or Experience

This position is for you if you enjoy "hands-on" busy work like printing off thank yous, stuffing mailers, keeping listservs and donor databases clean and up-to-date, helping co-workers across all departments with administrative support, and jumping in to help with special events (name tag and registration admin tasks). Knowledge and experience working with Microsoft Office 365 Suite desired. The competencies listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies

1. **Job Knowledge:** Understands and applies UWSC mission, values, and policies. Knows and understands the specific requirements of their position. Demonstrates analytical and conceptual skills. Performs the technical skills required for their work. Organizes and utilizes resources to accomplish tasks. Up to date with trends in field.

2. **Initiative:** Follows through on assignments and responsibilities with minimal supervision. Originates new ideas or methods. Takes action without prompting. Identifies ways to innovate and improve processes.
3. **Communication:** Communicates effectively and clearly with manager, co-workers and public in writing and orally. Ideas are presented in an organized fashion and are easily understood. Exhibits a pleasant, upbeat communication style. Exhibits strong emotional intelligence skills.
4. **Work Quality:** Work produced is accurate, timely and appropriate. Work performed meets goals for quantity and quality. Meets deadlines. Manages budgets within constraints. Sensitive to issues of confidentiality.
5. **Team Player:** Displays commitment to and involvement in UWSC initiatives, programs and events. Collaborates well with others within and beyond the department. Performs fair share of duties and tasks. Willingly lends a hand to co-workers.
6. **Job & Professionalism:** Shows enthusiasm, optimism, and desire to help others. Strives to achieve goals. Behaves appropriately with co-workers, UWSC volunteers and community partners. Presents self positively and responsively. Contributes to a positive work environment. Demonstrates a high level of ethics in their work.
7. **Judgment & Problem Solving:** Arrives at decisions in a thoughtful, logical manner. Considers alternatives. Applies expertise to solve problems. Seeks advice from and consults with others when appropriate. Makes good decisions and follows through. Is thoughtful about the use of JCC resources and does not waste unnecessarily.
8. **UWSC Culture and Service:** Understands and aligns with the UWSC culture and mission consistently and contributes to making UWSC a warm and welcoming place. Helps enrich lives. Greets and interacts with others in a friendly, welcoming manner. Addresses service issues immediately and effectively.
9. **Interpersonal Skills:** Well-developed interpersonal and leadership skills and the ability to work with people of varying backgrounds and cultures. Must be dynamic public speaker with an effective public presence. Demonstrates flexibility and ability to deal with change. Strong project and time management skills and possess a demonstrated ability to think and act strategically.
10. **Language Skills** Exceptional written and oral communication skills. Ability to effectively present information and respond to questions from groups of donors, partner agency representatives and the general public.
11. **Computer Skills:** To perform this job successfully, an individual should have a proficiency in Windows and Microsoft Office, and an ability to become proficient in industry-specific database systems. Practical knowledge of web environment and use of social media platforms necessary.
12. **Mathematical Skills:** Ability to work mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Work Environment & Physical Demands

Reasonable accommodation may be made to enable individuals with disability to perform the essential functions of this job. Access to a vehicle and state-issued license is encouraged for travel needs (events, volunteer recruitment, presentations) but majority of the position is at a typical office space doing standard office functions. Noise level is typically quiet but can vary.

Wage and Benefits

Hourly Position: \$20/hour

10 hours/week

Benefits: PTO and family-friendly workplace environment with remote hybrid possibility after completion of probationary training period and depending on the admin task needed.

To Apply & Hiring Timeline

To apply please send your resume and cover letter to Brad Heusterberg, Director of Operations & Finance, at brad@uwofsc.org. This job posting will remain open until the right candidate is found.