NOW HIRING!

Administrative Assistant, part-time

The Prairie Enthusiasts is a grassroots nonprofit organization with a mission to educate about, protect and restore prairies and savannas of the Upper Midwest. Only a tiny fraction of these ecosystems remain, harboring specialized and endangered plants and animals in some of the rarest habitats on Earth. As an accredited land trust, The Prairie Enthusiasts strives to protect and manage these natural areas and to help others learn about their importance.

With 11 regional chapters in Illinois, Minnesota and Wisconsin, our mission is largely carried out by volunteers at the local level. The Prairie Enthusiasts leadership formed our Chapter Support team to tend to the overall strength and stability of the organization. This small group of staff serves our Chapters and members and the strategic goals established by our volunteer leaders.

Who we are seeking

We are hiring a part-time Administrative Assistant for our office in Viroqua, Wisconsin. We are seeking a person who is task-oriented, eager to serve, and supportive of the mission of The Prairie Enthusiasts. Hours are flexible, but we will need someone in the office 4-5 days/week. The range for this position is $15-20/hour depending on qualifications, including paid time off.

If you are willingly accountable for your work and would like to contribute to making The Prairie Enthusiasts a stronger organization... if you value teamwork and would place the good of the organization first... if you want to grow and improve... if you want to bring your whole self to work... if you seek ways to help without being asked... then you may be a good fit for our team.

Key Accountabilities

- Outreach and Fundraising Operations: data entry and quality control, gift processing and acknowledgment letters, tracking and running reports
- Finance and administrative support: provide assistance as needed, coordinate meetings
- Office support: respond to inquiries by phone and email, process mail, order supplies
- Event support: assist with logistics for annual conference and other events
- Communications support: assist with print production, mailings, email and social media
- IT coordination: work with IT provider and other vendors, supporting staff as needed
Skills & Qualifications

- Sound judgment and common sense
- Friendly and professional; good communication skills
- Proven ability to work on a team
- Able to juggle priorities and meet deadlines while maintaining attention to detail
- Basic math and understanding of financial functions
- Technology competence: database, word processing and spreadsheets
- High school diploma or equivalent, 2-4 year degree preferred
- 1-year minimum relevant work experience
- Reliable transportation and ability to work in our Viroqua, Wisconsin, office

Physical Demands

These demands must be met to successfully perform the essential functions of this job: The employee will be frequently required to stand/sit; talk/hear; walk; use hands/fingers to handle or feel. Occasional reaching with hands and arms; lifting up to 25 pounds. Reasonable accommodations may be made for those with disabilities to perform these functions.

What is it like to work for The Prairie Enthusiasts?

The culture of our Chapter Support team is rooted in the core values of The Prairie Enthusiasts: Stewardship, Sustainability, Collaboration, Education, Respect and Supportive.

Stewardship means that we take care of the resources entrusted to us for the greater good of the organization. Sustainability means we are continually improving our efficiency and effectiveness, developing ourselves and others to carry on our work. Collaboration means that we are advocates for The Prairie Enthusiasts and seek to involve others; we are open and honest and willing to trust one another. Education means that we are lifelong learners who make well-informed decisions. Respect means never underestimating anyone’s ability to do more for our cause and celebrating the unique abilities we each have to contribute. Supportive means that we are grateful for every person who contributes to our mission and show our support for the organization even when we disagree.

We are committed to ensuring our team members are a good fit. We will hire, fire, review, reward and recognize our team based on these values, so it is important that you share them.

How to apply

This position will remain open until it is filled, but candidates are strongly encouraged to apply early. Send a cover letter and resume to Debra Behrens, Executive Director, at executivedirector@theprairieenthusiasts.org. In your cover letter, tell us why you are interested in working with The Prairie Enthusiasts and how this position is a fit for you.

The Prairie Enthusiasts is an Equal Opportunity Employer