



Date: **May 12th, 2022**

Position Announcement: **Administrative Coordinator**

Position Status: **Part Time, work from home, Madison Area / Dane County, Wisconsin**

POSITION

Wisconsin's Green Fire (WGF) is looking for an experienced and capable administrative coordinator who can excel working primarily remotely with dedicated staff and members in a mission-driven organization. This is a flexible part time position.

The WGF **Administrative Coordinator** is a Madison-area position that will report to the Executive Director and work primarily with the Director and other WGF staff and board members. The position will accommodate working from home, however part-time workspace could be made available. WGF can supply a computer and office equipment as needed. The successful applicant must have reliable transportation for travel to bank and post office on Madison's west side. Duties will be determined by skills and priorities and will be adjusted as and when needed.

RESPONSIBILITIES

Primary Responsibilities

- Manage bookkeeping, accounts receivable, and accounts payable
- Manage incoming mail and bank deposits, together with the WGF treasurer,
- Manage required filings for corporate and insurance purposes
- Manage contracts, vendors, purchases, and track expenses
- Help maintain WGF member records

Secondary Responsibilities

- Prepare meeting materials and help organize meetings
- Help Coordinate logistics for meetings and field events
- Help WGF staff and members in producing WGF work products and programs

QUALIFICATIONS

- Strong skills in office and business administration for a small organization
- Detail oriented, well organized person
- Good knowledge of MS Word, Excel and other common office software applications
- Ability to work independently, performing tasks with limited supervision
- Good people skills with strong attention to detail
- Reliable transportation for travel to bank and post office in west Madison
- Ability for occasional travel to WGF events in other locations is desired but not essential
- Some experience in small business bookkeeping, or the ability and willingness to learn



COMPENSATION

Wisconsin's Green Fire is an equal opportunity employer committed to an inclusive, equitable, and supportive working environment in which everyone is respected for their unique experiences and perspectives.

This is a flexible part time position based on 16-20 hours per week and a schedule that can accommodate the needs of the successful candidate. Starting compensation range will be \$18-\$24 per hour and will be based on qualifications. WGF offers employee benefits, flexible work policies, a collaborative team environment, and appreciative members.

HOW TO APPLY

The application deadline is **May 27th at 12:00 Noon.**

To apply, please complete and submit via email (below) the following:

- 1). A cover letter or a note explaining your interest and suitability for this position.
- 2). A current resume that includes your previous work experience, education, and other accomplishments, and your contact information.
- 3). Names and contact information of at least three references.
- 4). Letters of reference (optional)

Please send your application via e-mail to info@wfire.org

Use the subject line: **WGF Administrative Coordinator Application** in your submission.

Questions regarding the application may be submitted to Executive Director Fred Clark at fclark@wfire.org