

## **2021 Wild Rivers Conservancy Administrative and Member Support Position**

The Wild Rivers Conservancy of the St. Croix & Namekagon seeks a talented professional to be part of its team working on behalf of the St. Croix. The Conservancy is the official nonprofit partner of the St. Croix National Scenic Riverway. We inspire people to protect this national park's rare ecological integrity. Someone with good communication and organizational skills, that is resourceful and likes to pay close attention to details while working in a fun and collaborative atmosphere, will find this an appealing position.

### **POSITION SUMMARY**

Administrative assistants ensure the day-to-day running of an office goes smoothly. You'll deal with everything from organizing meetings to filing. You'll need excellent IT and communication skills. This position is responsible for organizing and supporting development-related systems to ensure an efficient and effective development procedure, including maintaining accurate records, preparing reports, and acknowledging gifts. Under the guidance of the Business Manager, this person will perform routine clerical and administrative duties; they will organize files, prepare documents, schedule appointments, and support other staff. Good interpersonal communication skills are critical as this person will interact with our staff, partners and the public. A can-do attitude and flexibility are essential to support the functions of daily administrative needs and other staff support work.

### **CORE RESPONSIBILITIES**

- Ensure the day-to-day running of an office goes smoothly, provide general office support.
- Provide general support to visitors and supporters in a prompt and professional manner.
- Manage the donor database to track and update donor records.
- Process correspondence to members and donors.
- Create monthly fundraising reports and reconciliation reports with Business Manager.
- Assist with planning events and post-event follow-up.
- Conduct basic research on prospective individual donors.
- Maintain and update our vibrant and active website.
- Other duties as assigned

### **QUALIFICATIONS**

- Two to four years of relevant work experience in an administrative and staff support position and/or administrative support degree.
- Experience in working with donor/CRM databases and proficient in Microsoft Office (Excel, Word, PowerPoint) and other software.
- Excellent written and verbal communications skills; ability to present information concisely and effectively; strong skills in proofreading.
- Excellent organization skills with an ability to prioritize and manage multiple tasks and a variety of demands, while attentive to details.
- Knack to work in a fast-paced environment with frequent interruptions.
- Ability to be punctual and to schedule time to complete all assigned tasks.

This position is full-time and is based in Osceola, WI. The starting wage is \$16 per hour and includes a comprehensive benefits package with a health care and retirement plan. This is a fast-paced work environment that provides the opportunity to associate with passionate staff, board members, and advocates committed to protecting the St. Croix and Namekagon rivers. Occasional night and weekend work is required. Application deadline is September 30 or open until the position is filled.

Please send a cover letter and resume to [info@wildriversconservancy.org](mailto:info@wildriversconservancy.org). No phone calls, please.

**The Wild Rivers Conservancy is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.**