



**Position: Administrative Assistant**  
**Reports to: Operations Manager**

**Position status:**

This is a 75% FTE position (averaging 30 hours per week).

**Location:**

211 S. Paterson St., Madison, Wisconsin\*

\*This position has the flexibility to work a hybrid schedule. A minimum of three days per week at the Natural Resources Foundation of Wisconsin office required.

**About the Natural Resources Foundation of Wisconsin (NRF):**

The Natural Resources Foundation of Wisconsin believes that nature has inherent value, and that people can make a positive difference. NRF is a statewide nonprofit organization which works to protect Wisconsin's natural heritage by supporting critical conservation work through grant programs, engagement, and partnership development. NRF offers opportunities for people to experience Wisconsin's outdoors through a statewide Field Trip Program and provides a means for people to help protect Wisconsin's lands, waters, and wildlife that they cherish most, through our diverse ways to give.

NRF is based in Madison, Wisconsin around four lakes and the ancestral home of the Ho Chunk Nation. The Fox (Meskwaki) and Sauk tribes also lived in the area. We strive to be a diverse, equitable, and inclusive conservation organization that shares power and decision-making with diverse communities that reflect our broader community.

**Diversity Statement:**

We believe diversity is a source of strength, creativity, and innovation at the Natural Resources Foundation of Wisconsin. We value the contributions of every person and respect the ways their identity, culture, background, experience, status, abilities, and opinions enrich our work and communities. We believe excellence is promoted through diversity and encourage all qualified individuals to apply.

**Job Description:** We are looking for an administrative assistant to join our family at NRF. Do you love to take the lead organizing an office and ensuring it runs smoothly? Do you pride yourself on your ability to provide amazing administrative support to your team? If so, this position may be the one for you! In addition to general administrative support duties, you will be responsible for supporting our executive director and board of directors; responding to inquiries and greeting office visitors; and supporting event planning and coordination.

**Organization-wide Administrative Support (key activities include, but are not limited to):**

- **Meeting coordination:** schedule and host Zoom meetings; reserve in-person meeting rooms; order refreshments; prepare meeting space & technology; and greet meeting participants.
- **Staff and take minutes at meetings:** bi-weekly staff meeting, monthly committee meetings, and quarterly board of directors' meetings.

- **Ensure the office is running efficiently:** maintain office equipment such as printers, projector, copy machine, etc.; keep an inventory of office supplies and furniture; research products for staff; purchase and stock supplies; pick-up mail from PO Box; open & distribute all mail.
- **Act as the initial point of contact for NRF:** greet office visitors; answer the general phone line; and respond to messages in NRF general voicemail and email accounts.
- **Provide administrative support for the NRF Board of Directors, Executive Director, and staff:** assist with travel arrangements; generate correspondence/polls/agendas; purchase subscriptions and event items; print mailing labels and name tags.
- **Reconcile monthly credit card statements.**
- **Support event planning across all NRF departments.**
- **Other office administrative tasks as assigned.**

### **Qualifications & Experience:**

- A commitment to the Natural Resources Foundation's mission.
- Helpful and happy attitude.
- Experience working with a large board of directors.
- Comfort with ambiguity and last-minute changes to agendas, meetings, etc.
- Proven excellence as an administrative assistant, office assistant, or other relevant position.
- Excellent time management and organizational skills.
- Outstanding ability to communicate in-person, through remote meetings, via email, and over the phone.
- Experience with event & meeting coordination.
- Familiarity with Microsoft Office Suite.

### **Salary Range & Benefits:**

- \$19-\$20/hour to start based on experience
- 12 days paid time off prorated per 75% FTE
- GHC Health Insurance (NRF pays 75% of premium, prorated by %FTE)
- Flexible, hybrid work schedule
- Free parking
- Office on Capital City Bike Trail
- Ten paid holidays
- Two paid NRF Field Trips
- 403(b) retirement plan – 4% contribution
- Madison Metro Bus Commuter Pass
- We encourage life-long learning and support ongoing professional development

### **How to Apply:**

A complete application will include:

- Cover letter which speaks to your experience and how it meets the qualifications of this position.
- Resume.
- Three professional references.

Please combine the requirements above into one pdf and email to [NRFHR@wisconservation.org](mailto:NRFHR@wisconservation.org). Please reference Administrative Assistant in the subject line of your email.

**Incomplete applications will not be considered.**

### **Application Deadline:**

This position will remain open until filled. For best consideration apply by **July 1, 2022**.