



Wisconsin Family Ties

JOB ANNOUNCEMENT

Administrative Assistant – Madison, WI

Not your typical administrative assistant position. We are looking for a resourceful, organized, upbeat person to fill this key, multifunctional role for a small nonprofit, helping to manage our day-to-day operations.

Wisconsin Family Ties has been a leading advocate for children's mental health reform for over 30 years. Our mission – changing lives by improving children's mental health – drives every decision we make and every action we take. We attribute our exceptional outcomes to the daily contributions of the remarkable individuals who make up our team.

Key Responsibilities

- **Office management.** Ensure the efficient, organized operation of the office by documenting administrative tasks and procedures, developing and maintaining a system for organizational files and documents, interfacing with vendors to maintain office equipment, and overseeing office supplies inventory and ordering.
- **Operations.** Ensure that all required reports are completed / filed, compile documentation required for annual audit, and keep track of WFT property.
- **Financial.** Prepare and monitor invoices at the direction of the bookkeeper, make deposits, reconcile case and financial paperwork, prepare files for transmission to a payroll service, and review/reconcile expense reports.
- **Human resources.** Assist in onboarding process including preparing orientation material for new employees, assist in training staff members / new hires, and conduct required employee background checks.
- **Information technology.** Configure user accounts, provide general CRM (Constituent Relationship Management) database administration support, troubleshoot problems and liaise with the organization's information technology and telecom contractors, and function as backup administrator for WFT websites.
- **Logistics.** Assist with coordination of event logistics, maintain and reconcile registrations for WFT events, and schedule required administrative activities.

Key Requirements

- Minimum of two years of related work experience; nonprofit experience a plus.
- Proficiency with spreadsheets, databases, and word processing. Familiarity with QuickBooks a plus.
- Ability to multitask, prioritize, and monitor progress in a dynamic work environment.
- Able to assess problems to identify causes, gather and process relevant information, generate possible solutions, and make recommendations.
- Effective listening, writing, and verbal communication skills.
- Experience in maintaining, administering, or troubleshooting information technology / database systems preferred.
- Experience as a parent of a child with social, emotional, behavioral or mental health challenges preferred.

Salary & Benefits

This part- or full-time position offers a competitive salary and benefits package.

To Apply

Please email a cover letter, resume, and three references to info@wifamilyties.org. Put "Administrative Assistant" in the subject line. **Applications accepted until position is filled.**

Wisconsin's family voice for children's mental health

16 North Carroll Street, Suite 230 • Madison, WI 53703 • 608.267.6800 or 800.422.7145 • www.wifamilyties.org

A Member Agency of Community Shares of Wisconsin and Northwoods United Way