



**Our Mission:**

*"To educate and provide opportunities for people of diverse interests to work together to improve the environmental, recreational, cultural, and economic resources of the Rock River Basin"*

## **Rock River Coalition Administrative Assistant Position Description**

**Salary:** \$12/hour

**Position Length:** Membership Coordinator is a part-time permanent position. Hours are variable but are expected to average 15 hours/month March – October and 20 hours/month November - February.

**Location:** The Rock River Coalition offices are in Jefferson, Wisconsin at 864 Collins Road. However, it is anticipated that this position would work primarily from a home office, but must be able to access the office during regular office hours.

### **Responsibilities**

- Print membership renewal letters and follow President's directions for mailing, mail follow-up.
- Print and send out membership and donor confirmation letters.
- Maintain membership records; provide membership lists to board monthly.
- Maintain RRC MS Access database or other database maintained by the organization.
- Mail/email notification for annual meeting and board election information.
- Oversee registration for events sponsored by the organization; print materials as needed for events.
- Handle logistics for meetings including venues, meals, registration, plus other event specific items.
- Post monthly RRC updates to Facebook and website and develop regular emailed updates.
- Handle all aspects of mailing out the newsletter, three –four times a year.
- Communicate with board as needed.
- Attend appropriate Rock River Coalition meetings, including annual meeting.
- Order equipment, office supplies and brochures.

### **Preferred depending on skills of successful applicant**

- Write monthly newspaper articles and membership articles for newsletters.
- Be main contact with Community Shares for the Big Share, attend CSW meetings as needed.
- Solicit new memberships and donations.

### **Required Qualification**

- Skilled in the use of Microsoft Access, Word and Excel. Must have a home computer. Capable of using these Office products – RRC will provide if needed.
- Proficient in Facebook and social media posting. Experienced with WordPress.
- Organized, prompt and thorough – able to meet deadlines.
- Strong communication skills.
- Able to work independently with little supervision.
- Preferred qualifications: experience with QuickBooks.

Applicant must not have a criminal or civil conviction that involves money.

**Closing Date:** January 8, 2016 **Expected Start Date:** January 31, 2016

**Apply by sending letter of interest and resume to:** [suzanne@rockrivercoalition.org](mailto:suzanne@rockrivercoalition.org)

Questions about this position can be directed to any of the selection committee including:

Jane Carlson, RRC President, [jane@rockrivercoalition.org](mailto:jane@rockrivercoalition.org)

Suzanne Wade, RRC Board, 608-334-4517, [suzanne@rockrivercoalition.org](mailto:suzanne@rockrivercoalition.org)

More information about the RRC and efforts in the Rock River Basin: <http://www.rockrivercoalition.org>

*The Rock River Coalition does not discriminate in regard to age, ancestry, color, creed, disability, national origin, race, religion, sex, sexual orientation, gender identity and expression, or any other class protected by applicable state or federal laws.*