



492 Hill Street · Suite 205 · PO Box 364 · Green Lake, WI 54941
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Job Posting

OFFICE ADMINISTRATOR– IMMEDIATE OPENING!

ABOUT THE GREEN LAKE ASSOCIATION

The Green Lake Association (GLA) is a nonprofit organization founded in 1951 that focuses its entire mission on improving the water quality of Big Green Lake, the deepest natural inland lake in Wisconsin. We implement conservation practices, outreach programs and lake research to protect this incredible resource. Our offices are located in an historic courthouse turned community center in the heart of Green Lake, Wisconsin.

POSITION DETAILS

The GLA is a small organization with big goals and passionate staff. We currently have a team of four staff members in a supportive, friendly office environment that is looking to add a new position—Office Administrator—to our team. The Office Administrator will oversee daily office operations as detailed below. This position will report to the Executive Director.

This is a **part-time opportunity** (20 hours/week) with compensation commensurate with experience. The GLA's retirement program offers a 100% match up to 3% salary contributions, paid holidays, and paid vacation.

PRIMARY AREAS OF RESPONSIBILITY

- Bookkeeping, including use of accounting software (QuickBooks) and a donor database.
- Managing our donor database and keeping members' records up-to-date.
- Creating event invitations and generating mailing lists.
- Assisting with event planning and logistics as needed (i.e. room reservations, event set-up, securing catering, etc.).
- Preparing documents for board meetings and recording meeting minutes.
- Using Microsoft Office to prepare spreadsheets, correspondence, reports, and presentations.
- Processing donations, sending receipts, and thank you cards to donors.
- Tracking gala reservations and attendees in GiftWorks.
- Inviting legislators and local politicians to GLA events.
- Providing support to the Executive Director and GLA staff as needed.
- Answering phones and operating office equipment.
- Greeting and answering questions for visitors to GLA office.
- Monitoring incoming and outgoing mail.

CANDIDATE QUALIFICATIONS

- High school diploma; associate's or bachelor's degree in business, administration, or related field preferred.

- Proven experience as an office administrator or other relative office support experience.
- Experience with bookkeeping software and Microsoft Office Suites.
- Ability to prioritize daily workload based on office goals and priorities.
- A proactive approach to problem solving with strong decision making skills.
- Excellent verbal and written communication skills.
- Ability to work collaboratively and independently and able to see projects through from conception to completion.

Candidates with other professional experiences that align with the stated Primary Areas of Responsibility may be considered.

APPLICATION PROCESS

The Office Administrator search will remain open until it is filled, but applications received by Wednesday, November 20th will receive more thorough consideration. To apply, send the following materials in PDF format to Stephanie Prellwitz, Executive Director, at stephanie@greenlakeassociation.com.

- 1) A **cover letter** that communicates a desire for the position and demonstrates credentials related to the outlined Primary Areas of Responsibilities and Candidate Qualifications.
- 2) A **resume** (1-2 pages in length) that summarizes relevant education and experience.
- 3) A **list of 3 professional references** with contact information and relationship to the applicant (We will only contact references for final candidates and we will notify you ahead of time).