

**Job Title:** Administrative Assistant, part time  
Poynette, WI

\*IMMEDIATE part time position Open (15-20 hours/week)

**Reports To:** The Administrative Assistant reports directly to the WWF Business Manager.

**Job Summary:**

The Wisconsin Wildlife Federation (WWF) is seeking an Administrative Assistant to manage membership, events, administrative fundraising needs, communication, database, and other administrative duties and projects. We are looking for an individual who is efficient and comfortable being a member of the team; working with volunteer board members, while working independently. The ability to multi-task, while maintaining schedules and managing administrative support, is essential in this position. The ideal candidate for this job is resourceful, a good problem solver, and organized. Assuring a steady completion of workload in a timely manner is a key to success in this position.

**Hours:**

- Monday – Friday; flexible between 8am-4pm.

**Responsibilities and Duties:**

- Manage workflow, ensuring that deadlines are met and work is completed correctly.
- Management of the WWF membership of individuals, clubs, businesses, and banquets.
- Manage the administrative duties of the WWF Calendar Raffle program; to include but not limited to drawing of monthly winners, distribution, return of sold calendars, communication to winners.
- Plan events and meetings for WWF. Includes bi-monthly Board of Director's meetings, catering, meeting space, lodging, handouts, etc.
- Generate memos, emails, reports when appropriate
- Maintain office supplies by checking inventory and order items.
- Respond to questions and requests for information.
- Answer incoming phone calls, messages, emails and follow up on requests.
- Assist WWF Business Manager with assigned tasks which could include financials.
- Other administrative duties as assigned.

**Qualifications and Skills:**

- Proficiency Google Docs and MS Office with expertise in Microsoft Word, Excel and Power Point.
- Experience with online Databases
- Ability to analyze and revise operating practices to improve efficiency
- Detail oriented and comfortable working independently
- Exceptional communication skills

- Superior organizational skills and dedication to completing projects in a timely manner.
- Administrative experience preferred

**Benefits:**

- The salary range starts at \$16/hour; based on experience
- WWF office is closed weekends and holidays; other than an occasional meeting or event.

**Action:**

- Must submit your resume along with references to be considered for interview.  
[office@wiwf.org](mailto:office@wiwf.org)
  - Resumes and inquiries will be accepted until position is filled.

**Who are we?**

The **Wisconsin Wildlife Federation** is a statewide conservation group made up of hunters, anglers, trappers and other individuals that are actively engaged in the outdoors. We deeply appreciate Wisconsin's wildlife and recognize the importance of protecting fish and wildlife habitat. We understand that the long-term sustainability of fish and wildlife populations depends upon clean water, clean air and healthy forests and grasslands. The Federation is dedicated to the future of hunting, fishing, trapping and shooting sports. We carry out these goals through conservation education and the advancement of sound conservation policies on a state and federal level.

The Wisconsin Wildlife Federation was formed by sportsmen and women in 1949. Historically we have been a strong leader in conservation through our work with sports clubs, citizen volunteers and policy makers. Together, we work to assure that Wisconsin's outdoor heritage will be available for our children and grandchildren.

Wisconsin Wildlife Federation  
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