



**Schlitz Audubon**  
Nature Center

## **Administrative Assistant**

### **Purpose Of the Position**

The Administrative Assistant will provide high-level administrative support primarily to the Executive Director of the Schlitz Audubon Nature Center. The Administrative Assistant also serves as a liaison to the senior management team; organizes and coordinates executive external relations efforts and oversees special projects. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities.

### **Essential Functions**

- Manage sensitive matters with a high level of confidentiality and discretion, especially decisions directly impacting the operations of the organization.
- Prepare Word, Excel, PowerPoint presentations, agendas, reports, special projects and other documents in support of objectives for the organization.
- Assist in preparing and managing presentations and slide decks.
- Maintain a daily calendar of meetings and events. Organize complex calendars and schedules, resolving any scheduling issues.
- Screen incoming telephone calls; respond to requests by gathering and providing information and referring non-routine calls to the appropriate staff.
- Provide meeting planning and preparation support to ensure successful planning and execution of meetings. Meeting preparations include logistics, compiling, and distributing meeting agendas, minutes, and financial materials, ordering refreshments, booking conference rooms, coordinating setup of projectors or video conferencing equipment, etc.
- Excellent communication and time management skills with a proven ability to meet deadlines.
- Draft and prepare correspondence for internal communications, board meetings, and committees.
- Welcome the Executive Director's guests by greeting them, in person or on the phone, answering or directing inquiries.

### **Qualifications And Experience**

- High school diploma required, bachelor's degree in business administration or related field preferred.
- Ability to communicate effectively and professionally.
- Excellent organizational skills with attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.

- Advanced Proficiency in Microsoft Office (Outlook, Word, Excel, and PowerPoint) with the ability to learn new or updated software.
- At least four years of related experience required.
- Flexible hours as dictated by the needs of business for projects and meetings.

**Preferred Attributes:**

- Business sense - has a strong business sense and can decipher priorities and make sound judgment calls when needed.
- Commitment to excellence - perform duties at the highest level possible on a consistent basis.
- Excellent communicator - able to interact with people of all levels in a confident, professional manner.
- Demonstrate ability and temperament to work with sensitive information.
- Team player - have team-oriented experience and approach.
- Service focus - dedicated to meeting the expectations of the Executive Director and other senior leaders by maintaining effective relationships with interested parties.

**Hours**

Part-time, non-exempt 24-28 hours per week. Pay range is \$18-\$20/hour

**TO APPLY** Send cover letter and resume to Lisa Greco at [lgreco@schlitzaudubon.org](mailto:lgreco@schlitzaudubon.org) with *Administrative Assistant* in the email subject line.

**START DATE:** TBD