



Executive Administrative Assistant - Fond du Lac Full Time

ADVOCAP, Inc., is a recognized leader in anti-poverty and self sufficiency programming. We are a private, nonprofit agency committed to creating opportunities for people and communities to reduce poverty, and increase self-sufficiency.

This position will provide administrative support to the Executive Director, various office personnel and Board members. This position is responsible for maintaining accurate corporate records; coordinating and providing administrative support during Board and Board Committee meetings; planning Agency-wide gatherings as directed; planning team bonding events as directed; coordinate the publishing and distribution of our Agency Annual Report; assist with and update corporate website and Facebook page; coordinate and distribute monthly newsletter and news releases; work on special projects under the direction of the Executive Director.

Job Requirements:

- An Administrative Professional or Executive Assistant Associates degree or three years of previous equivalent experience preferred to meet job standards.
- Excellent descriptive marketing and writing skills and verbal communications skills. Ability to produce concise, accurate written records with attention to detail. Ability to compose, type and proof materials, establish priorities and meet deadlines
- Must possess word processing skills; proficient use of spreadsheet and data base management
- Must be able to take and record minutes and organize reports
- Can collaboratively and effectively work with others
- Must be available for occasional scheduled night meetings and the ability to travel within Fond du Lac, Green Lake and Winnebago counties
- Strong communication skills required
- Able to work independently with direction
- Strong attention to detail
- Organized and professional
- Ability to work with diverse individuals and groups. Sensitivity to issues concerning poverty and the poor
- Drug screening, and fingerprinting for background check required

Minimum starting wage is \$19.42 per hour. This full time position will have access to our full benefit package which includes: health, dental, vision, life, STD, vacation, sick and holiday pay, and Retirement/401k option.

When applying for this position, include a sample of what you might think an ADVOCAP newsletter might look like, highlighting your creativity and organizational skills.

Please submit resume, sample newsletter and cover letter to:

Human Resources, ADVOCAP, Inc.,
PO Box 1108, Fond du Lac, WI 54936-1108 OR
FAX 920-922-7214 OR Email hr@advocap.org

Application materials submitted by 1/21/22 will receive primary consideration. Please include job title in subject line when applying.