



Administrative Assistant Volunteer Services Part Time – Oshkosh

This position will support the Volunteer Services Department working with the Winnebago County Transportation Program.

Responsibilities Include:

- Organize, schedule and coordinate volunteer drivers with transportation requests from Winnebago County Health and Human Services
- Create and maintain efficient systems for files, records, and procedures for the Winnebago County Transportation Program
- Verify and bill for mileage reimbursement
- Perform clerical and/or receptionist duties as needed and assist in carrying out special assignments and projects

Job Requirements:

- Effective communication skills with the ability to understand and relate to the special needs of low-income people
- Organized with efficient work habits
- Proficient with word processing, spreadsheet and data management programs
- Ability to operate various pieces of office equipment
- Willingness and ability to perform a wide variety of tasks as needed

This part time position is for 22 hours a week. Minimum hourly wage is \$14.65/hour with paid vacation, sick and holiday time as well as 401k Retirement benefits.

Resumes with cover letters received by 12/26/18 will be given preference.

Submit to:
ADVOCAP Inc.
Human Resources
PO Box 1108
Fond du Lac, WI 54936-1108
Fax 920-922-7214
or Email to hr@advocap.org

<http://www.advocap.org>

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