



# Administrative Office Specialist

## Position Description

**Position:** Administrative Office Specialist

### **Description:**

We are seeking a dedicated, detail-oriented, problem solver to provide service and support for a high functioning small nonprofit organization in Green Bay. Working with a diverse staff and being a team player is essential, along with having excellent communication (written and verbal) and interpersonal skills, being flexible, detail-oriented, and forward thinking.

The Administrative Office Specialist is responsible for data entry and reporting, maintaining contact/donor and student records, along with performing accounts payable and receivable functions. The successful candidate has a strong foundation of knowledge on office procedures and demonstrated success using Microsoft Office, Google Workspace, and other cloud-based software programs/apps.

### **Responsibilities:**

1. Collaborate with NEW Scholars Director to track student performance measures in student database; generate queries, reports and spreadsheets as needed
2. Maintain student, volunteer, and donor databases ensuring accurate and complete records
3. Collaborate with staff to coordinate project logistics, leading the team by meeting deadlines
4. Maintain accounting ledgers, complete payments, and control expenses by receiving and processing invoices
5. Use cloud-based donor software to maintain accurate records, enter contributions, generate reports and mailing lists, and acknowledge donors
6. Organize and assist with small and large-scale mailing projects
7. Assist Operations Director with annual event planning; manage guest registrations and provide support outside of normal working hours (two large-scale special events each year)
8. Greet and assist office visitors; respond to telephone/email inquiries as appropriate
9. Coordinate communication between staff, program participants, and community members
10. Regularly update and maintain electronic files, calendars, and office policies and procedures
11. Manage office inventory and order supplies according to established procedures
12. Cultivate a welcoming, equitable, and inclusive work environment
13. Sustain an ongoing positive, professional, and supportive relationship with students, families, staff and community members
14. Maintain strict confidentiality practices
15. Perform other job-related duties as assigned

**Minimum Qualifications:**

1. Associate degree required
2. 1-3 years of experience providing clerical, customer service, and data entry support
3. Demonstrated high level of skill and accuracy using QuickBooks, Google Workspace, Microsoft Access, Excel and other Microsoft Office programs
4. Working knowledge of cloud-based software programs/apps and other office equipment (printer, scanner, shredder)
5. Effective communication (written and oral) and interpersonal skills
6. Superior organization skills and time management skills
7. Strong attention to detail with a clear focus on quality
8. Dedication to completing projects accurately and in a timely manner
9. Strong initiative and ability to work in a self-directed environment, yet remain team-oriented

**Preferred Qualifications:**

1. Post-secondary degree with more than 3 years of experience providing clerical, customer service, and data entry support
2. Bilingual (written and oral) in Spanish and English

**Status:**

This is a full-time position working 40 hours per week. This position reports to the NEW Scholars Director.

**Compensation:**

Compensation starts at \$17.00 per hour, commensurate with experience. Paid time off, insurance benefits, and retirement savings plan offered.

**Candidates should submit their cover letter and professional resume to:**

**NEW Scholars Director Carmen Vos at [cvos@collegereadywi.org](mailto:cvos@collegereadywi.org)**

Professional references (3) upon request.



715 Superior Rd Suite 102 Green Bay, WI 54311 | [CollegeReadyWI.org](http://CollegeReadyWI.org)

