



Job Opportunity: Administrative Assistant-Marketing & Communications, Milwaukee Succeeds, Policy & Research

The **Greater Milwaukee Foundation** is how Milwaukee works together. For over a century, we have helped generous people give back to the community. Together with donors and partners throughout the region, the Foundation invests in the potential of people and places, supports community-grown solutions and strives to end the systemic racism that holds our region back. Through the power of transformative philanthropy and social change, we are focused on shaping a future where everyone thrives – *a Milwaukee for all*.

You can make a difference, as we are seeking an Administrative Assistant! The Administrative Assistant is responsible for providing administrative support to the Marketing and Communications, Milwaukee Succeeds and Policy and Research teams. The incumbent performs daily administrative work and supports assigned teams with projects, data management, events assistance, and other general office duties.

Essential Duties & Responsibilities:

Marketing and Communications

- Provides administrative support to the Marketing and Communications team, which includes scheduling and master calendar coordination, coding invoices for payment and subscription coordination to external publications and subscribers to the Foundation's publications.
- Assists with coordination of All Staff and Committee meetings, which includes working with a team on meeting and room logistics, preparation of materials and correspondence.
- Assists with Foundation events and convenings, which may include the following:
- Coordinating event attendee lists, including Mailchimp email correspondence, attendee registration tracking and reporting, data entry into CRM and calendar invitations associated with events.
- Preparing materials and coordinating event supplies.
- Attending designate events and supporting day-of-logistical needs, such as welcoming guests and vendor partners.
- Coordinates the Foundation's branded merchandise program.

Milwaukee Succeeds

- Provides administrative and other coordination support for the Milwaukee Succeeds team, which includes coordinating meetings and events, monthly reconciliations of procurement cards and other general administrative tasks as assigned.
- Supports the coordination of meetings and events, which may include guest and speaker correspondence, handling room logistics, food procurement, tracking registrations, preparing materials and maintaining records.
- Helps prepare materials within established deadlines for designated community events, Committee and Board meetings.
- Assists in documenting and maintaining department operational processes and procedures, including contracting, reimbursements and bank card usage.

Policy and Research

- Provides support that includes meeting scheduling, coordination and material preparation, correspondence, travel arrangements, expense reporting, budget tracking and general administrative tasks.
- Prepares materials for designated Committee and Board meetings, including coordinating materials and mailings within established deadlines.
- Assists with pulling together and tracking lobbying documentation, creating information packets for the review committee, tracking recommendations, attending the Committee and community meetings.
- Takes meeting minutes during designated meetings.
- Coordinates and prepares rooms for internal and external meetings, which may include food preparation.
- Coordinates and prepares internal and external meetings, including meeting space, resources (e.g., materials, IT, food, etc.) and participants.
- Participates in assigned meetings, events, and training as required.

Non-Essential Duties

- Assists with organizational and community events, up to and including set up, tear down and other clerical duties as needed.
- Performs other duties (or functions) as assigned.

Job Specifications

To perform this job successfully, an individual must be able to carry out each essential duty in a satisfactory manner. The job specifications listed below are representative of the education and experience as well as the knowledge, skill and/or ability (KSAs) required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience

- High school diploma or equivalent with some advanced training or education in administrative functions required.
- Three (3) or more years of experience in administrative roles required.
- Associate degree or higher preferred; previous experience working in a nonprofit environment and in customer service preferred.
- Experience with event and meeting planning preferred.

Knowledge, Skills & Abilities

- Ability to support the mission, vision and values of the Greater Milwaukee Foundation and abide by applicable standards of conduct, policies and procedures.
- Demonstrated commitment to racial equity and inclusion.
- Self-motivated and able to work independently, take initiative and solve problems.



**Job Opportunity: Administrative
Assistant-Marketing & Communications,
Milwaukee Succeeds, Policy & Research**

- Demonstrated superior customer service skills and aptitude; ability to interact effectively with people from diverse backgrounds.
- Proficient in Microsoft Office Suite applications, web-based applications and databases.
- Must be honest, dependable and able to handle multiple tasks while being organized and meeting deadlines.
- Ability to communicate respectfully and effectively, verbally and in writing.
- Ability to respond effectively to sensitive inquiries or complaints and maintain confidentiality.

Salary: \$49,100

Benefits: We offer an excellent benefit package, which includes health, dental, vision, flexible spending, life insurance, 403(b) retirement plan, paid time off (PTO), parental leave, educational assistance and more!

Application Instructions: Please click on the link below:

https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=7087916

The Greater Milwaukee Foundation is an equal opportunity employer and encourages people of diverse backgrounds to apply. We celebrate diversity and are committed to creating an inclusive environment for all employees.