



**Now Hiring: Administrative Coordinator**  
*Applications are due Monday, June 10, 2019*

RENEW Wisconsin is hiring an Administrative Coordinator to help us achieve our mission by supporting our team with programs, projects, events, and fundraising. Our organization is growing and renewable energy opportunities are expanding throughout Wisconsin. We are looking for a highly motivated, multi-tasking individual who can help our office reach a newfound level of productivity. This is a great opportunity to make a significant difference for Wisconsin's future!

This is expected to be a full-time position (40 hours per week), but we will consider part-time hours for the right candidate. Occasional early morning, evening, and weekend events are required to support events.

RENEW Wisconsin is a 501(c)3 nonprofit organization headquartered in Madison whose mission is to lead and accelerate the transformation to Wisconsin's renewable energy future through advocacy, education, and collaboration. Our vision is clean renewable energy powering a strong, healthy, and vibrant Wisconsin.

**Apply by Monday, June 10, 2019, 11:59 pm CDT** by sending your 1 page cover letter and 1-2 page resume to [tyler.huebner@renewwisconsin.org](mailto:tyler.huebner@renewwisconsin.org) with subject line "Administrative Coordinator." Salary will be commensurate with experience. RENEW Wisconsin offers paid time off, retirement matching program, and comp time benefits as part of our overall compensation package.

Learn more about our organization at [www.renewwisconsin.org](http://www.renewwisconsin.org) and [www.facebook.com/RENEWWisconsin](https://www.facebook.com/RENEWWisconsin).

**KEY COMPETENCIES:**

- Highly motivated, self-starting, ambitious, and wants to make a real difference for Wisconsin
- An excellent "people person" who works well in a small team
- Excellent attention to detail and strong organizational and planning skills
- Meets and exceeds goals
- Ability to maintain a high level of accuracy in preparing information
- Ability to work efficiently in multi-task situations
- Considerable time management skills
- Interested and able to create systems that will improve our office's efficiency and productivity
- Willing to take on new tasks and learn new skills
- Ready for and wants a challenge

**KEY QUALIFICATIONS:**

- Office management skills: strong organizational skills and Microsoft Office (Word, Excel, and PowerPoint)
- Event planning skills, including the ability to organize various individuals, stakeholders, and media, as necessary
- Project management and organizing skills

## **ANTICIPATED WORK TASKS:**

### **Logistical Support (Approximately 30%)**

- Schedule, organize, and ensure timeliness of various stakeholder and working group meetings
  - Externally-facing including municipal, industry, and nonprofit groups
  - Internally-facing including staff meetings, Board meetings, and committee meetings
- Coordinate staff registration, travel and lodging for various renewable energy events and conferences

### **Office Operations (30%)**

- Responsible lead for all office operations
- Responsible for space management, office equipment purchasing and upkeep
- Inventory and purchase office supplies as needed
- Facilitate delivery of supplies, mail, and other materials in a timely manner
- Support accounting and bookkeeping by ensuring documentation and record-keeping

### **Event Planning & Support (20%)**

- Provide planning and administrative support for annual bike ride fundraiser (September) & annual conference (January)
- Manage registrations, sponsors, and other event details
- Provide planning and administrative support for other events, press conferences, and information sessions to educate stakeholders and media about renewable energy successes and issues in the state.

### **Fundraising & Development (20%)**

- Maintain an active and accurate record of current and former members for fundraising activities in our SalsaLabs-based donor and supporter database system
- Improve our supporter database and related workflows to optimize record-keeping, efficiency, and productivity
- Produce mailings, emails, and lists for fundraising and membership monthly renewals and special fundraising drives
- Input member donations to database
- Assist, as directed, in researching fundraising organizations

## **ADDITIONAL INFORMATION**

- There are no unusual physical demands placed on the individual in this position. An ability to sit and/or operate a computer for many hours during the work day is expected. Occasional light lifting of 25 pounds or less.
- Office hours are typically 9am to 5pm Monday through Friday. Travel and events will occasionally require this person to have early morning starts and evening and weekend engagements.
- Preferred candidates will have a bachelor's degree, associates degree, or equivalent experience.

## **WORKING ENVIRONMENT**

Work is performed in a small office environment. RENEW Wisconsin is an equal opportunity employer.