



Hiring: Administrative Coordinator

ABOUT RENEW WISCONSIN:

RENEW Wisconsin is the leading renewable energy advocacy organization in Wisconsin since 1991. We have been involved in nearly every renewable energy policy, program, and large-scale project over the last thirty years, and are the state's foremost communications and education experts on renewable energy. Through public presentations and expert guidance for residents, businesses, local governments, and community organizations, RENEW makes clean energy accessible to all Wisconsinites.

POSITION OVERVIEW:

RENEW seeks a passionate and motivated individual to join our talented team of energy professionals. As Administrative Coordinator, you will play a pivotal role in RENEW's mission by ensuring a smooth and efficient operation of our organization. You will provide vital administrative support to our team, allowing us to focus on our core mission. You will provide support with office management, database management, accounting assistance, event coordination, document management, and general support.

RESPONSIBILITIES:

- Maintain all office operations, equipment, supplies purchasing and upkeep.
- Manage IT and Internet Security including computer maintenance, GSuite and other online accounts, software updates, Wi-Fi, ethernet connections, and computers.
- Receive and process mail.
- Maintain accurate and up-to-date donor and membership record-keeping and databases. Generate reports and donor lists as needed.
- Provide administration support to our staff, including managing calendars, scheduling meetings, and preparing agendas and meeting materials.
- Provide administrative support to our affiliated 501c4 organization.
- Support Development Director's production of mailings, emails, and lists for fundraising and membership monthly renewals and special fundraising drives.
- Assist Accounting Manager with RENEW's bookkeeping process.
- Support planning and execution of events including fundraisers, meetings, press events, and community outreach programs. This includes coordinating registration, sponsorship, logistics, tracking RSVPs and providing on-site assistance.
- Provide support to Communications team as needed.

QUALIFICATIONS:

- Strong organizational skills and time management skills with exceptional attention to detail.
- Proficiency in Microsoft Office Suite and ability to learn and adapt to new software.
- Proven experience in administrative roles, preferably in a nonprofit or office setting.

- Event planning skills, including the ability to organize various individuals, stakeholders, and media, as necessary.
- Ability to work independently and as part of a team.
- Excellent communication skills, both written and verbal.
- Commitment to clean energy mission.

REPORTING TO:

This role will report to the Deputy Director but will collaborate closely with the Executive Director.

SALARY & BENEFITS:

Compensation is \$45,000 - \$55,000. Additional benefits include health insurance, Simple IRA retirement plan, and paid time off.

SCHEDULE AND WORK LOCATION:

RENEW Wisconsin is a 501c3 organization located in downtown Madison. This will be a full-time (40 hours per week) position, but part-time hours will be considered for the right candidate. Office hours are 9am to 5pm Monday through Friday with occasional evening and weekend hours required to support events. Our organization is flexible with a hybrid in-office/work-from-home environment and promotes work-life balance.

Diversity and Inclusion Statement:

The perspectives and experiences that people from different backgrounds bring to an organization drive better decisions and improved results. RENEW is an equal opportunity employer and our staff is inclusive and welcoming of colleagues of all backgrounds, genders, races, sexual orientations, religions and abilities.

HOW TO APPLY:

To apply, please submit a cover letter and a resume via email to the Hiring Manager (hr@renewwisconsin.org) with "Administrative Coordinator" as the subject line. Applications will be accepted on a rolling basis.