

ADMINISTRATIVE SUPPORT COORDINATOR

Position Summary

The Administrative Support Coordinator is responsible for providing clerical, administrative, communications and project support to the League of Women Voters of Milwaukee County (LWVMC). The successful candidate should be committed to providing the highest level of professional support in compliance with the League's nonpartisan policies, and to maintaining the confidentiality of all LWVMC operations and membership and donor information. This individual must be a well-organized, detail oriented, flexible self-starter who can work with minimal supervision and handle a variety of administrative requests. The position reports to the President of the Board. This is a part-time position, 25-30 hours per week with a minimum of 12 regularly scheduled hours spent at the LWVMC office in West Allis. Compensation is \$20-\$25 based on experience (experience preferences listed below).

Responsibilities

- Design and layout for printed and digital material including flyers, letters, brochures, newsletters, social media, invitations, name tags, address labels, etc.
 - Includes printing/making copies, or arranging for outside printing, of these materials as necessary
- Assist with content gathering, production, and delivery of the quarterly newsletter The Voter and the weekly Update.
- Edit and maintain the LWVMC website and calendar (via ClubExpress).
- Provide administrative support for Voter Services teams.
- Forward announcements of League events to the media and community organizations.
- Serve as liaison with Summit Place building management.
- Coordinate general office procedures and maintain order and cleanliness of the office space.
- Retrieve and reply to emails and phone messages or forward to the appropriate LWVMC member.
- Maintain supplies inventory and coordinate repairs to office equipment as needed including office printer.
- Provide other administrative/communications support to the LWVMC Board President and to other Board and Committee members as needed.
- Act as administrator for Google Workspace including the oversight of branded emailing, group emails, and shared drives management.

Requirements

- Excellent oral and written communication skills
- Strong ability to prioritize tasks and adherence to deadlines
- Attention to detail and problem-solving skills; strong organization and planning abilities
- Ability to work independently and with members of committees and teams
- Proficiency in:
 - MS Office including Word, Excel
 - Google Suite including Google Docs, Google Sheets, and Google Forms
- Basic knowledge of graphic design with platforms such as Canva and Publisher
- Experience with email campaigning in MailChimp, Constant Contact or similar application
- Website maintenance including updating text, graphics, calendars and menus
- Data entry and data management skills
- Home computer and access to internet required for tasks completed remotely
- 1-2 years of communications, graphic design, or related experience strongly preferred
- High school diploma, college degree and/or related work experience also preferred

To apply, email a cover letter and resume to:

Lorna Grade

l.grade@lwvmilwaukee.org

With subject line: Application for Administrative Support Coordinator