

ALZHEIMER'S & DEMENTIA ALLIANCE OF WI, INC. (ADAW)
Administrative Assistant Job Description

The Administrative Assistant is the agency's first contact with individuals calling or visiting ADAW for information and support. The position provides administrative, clerical and technical support to all ADAW staff and direction to office volunteers. This position reports to the Finance Manager. To apply, please send a resume and cover letter connecting your experience to this position to the Alzheimer's & Dementia Alliance of Wisconsin, 517 N. Segoe Road #301, Madison, Wisconsin 53705 by Friday, April 20, 2018 or email lori.stadelman@alzisc.org.

PRIMARY RESPONSIBILITIES

- Answer, screen and transfer inbound phone calls.
- Receive and direct visitors and clients.
- Resolve administrative and technical problems and inquiries when possible.
- Open, sort and distribute incoming correspondence; process incoming checks.
- Maintain office supply inventories, brochures from outside agencies, and ADAW agency materials.
- Coordinate maintenance of office equipment including copier, postage meter, fax, folding machine.
- Serve as volunteer coordinator. Arrange tasks and prepare information for volunteer tasks.
- Schedule health fairs and volunteers to cover the health fair.
- Assist with monthly mailings; update materials, prepare copies, pull mailing lists.
- Maintain revisions and updates for ADAW documents and handouts.
- Create and manage spreadsheets.
- Gather and compile statistics on ADAW programs as required.
- Manage and maintain contact database for ADAW purposes.
- Data entry of donors and generate contribution acknowledgments.
- Assist with registration requests for Alzheimer's Walks and enter checks.
- Create reports and documents using desktop publishing software.
- Coordinate with vendors when needed.
- Record, compile, transcribe and distribute minutes of meetings.
- Coordinate and maintain records for staff, telephones and parking.
- Deliver mail to post office at end of day.
- Other duties as assigned.

Qualifications

- Bachelor's degree preferred.
- Proficient in Microsoft Office (Word, Excel, Publisher, and Power Point required).
- Experience with contact/donor management programs ResultsPlus, Blackbaud, Luminare, Raiser's Edge preferred.
- Ability and willingness to learn new software programs.
- Ability to prioritize, organize and problem-solve.
- Excellent written and verbal communication skills.
- Ability to work independently with minimal supervision and as part of a team.

- Knowledge of Alzheimer's disease and its impact on families is a plus.
- Experience with not-for-profit organizations and/or fundraising preferred.
- Knowledge of clerical and administrative procedures and systems such as filing and record keeping.

Working Conditions

Office setting in suite of rooms on third floor with elevator access.

Must be able to operate computer, postage meter, folding machine, phone, fax, printer and copier.

Must be able to deal with interruptions in a busy office environment.

Full time position, pay range \$15 to \$17 per hour depending on experience.