



## JOB ANNOUNCEMENT WISCONSIN YOUTH COMPANY

Wisconsin Youth Company has an opening for an administrative assistant. We are looking for a versatile and outgoing person to join our team. The successful candidate will have strong communication skills and organizational abilities.

**Position Summary:** the administrative assistant plays a high functional role by supporting the organization's needs in customer service and front office operations. This person is the face of Wisconsin Youth Company serving as the initial contact through in-person, phone and email communications. The administrative assistant ensures full-service satisfaction is achieved to families, guests and visitors of Wisconsin Youth Company by making sure they are referred to the correct resource. In addition, the administrative assistant is responsible for keeping track of office supplies, placing orders and making sure the office is clean and welcoming.

**Qualifications/Skills:**

- Proficient in Microsoft Office Suite
- Organized, detail-oriented and analytical
- Excellent verbal, written and interpersonal communication skills
- High school diploma; AA degree preferred

**Employment Benefits:** we offer competitive salaries and a comprehensive benefit package for full-time employees including:

- Group Health and dental insurance
- Wellness Reimbursement
- Company paid life insurance
- Company paid disability income coverage
- 403(B) plan – by employee contribution
- Free or pro-rated childcare in WYC sponsored programs
- Generous vacation, sick/personal leave and holidays

*Complete Benefit Summary available upon request*

**Administrative Assistant** | full time year-round position, \$12-13.50 per hour, non-exempt  
40 hours per week, Monday through Friday 9:15 a.m.-5:45 p.m.  
Reports to Office Manager/Registrar

**How to Apply:** send a cover letter and resume to [hiringcommittee@wisconsinyouthcompany.org](mailto:hiringcommittee@wisconsinyouthcompany.org)

**Equal Employment Opportunity and Affirmative Action Employer**