



JOB ANNOUNCEMENT WISCONSIN YOUTH COMPANY

Do you enjoy the laughter of children, value relationships and feel collaboration is the way to work together as a team? If so, Wisconsin Youth Company has an opening for a program support coordinator. We are looking for an organized and highly detailed-oriented person to join our team. The successful candidate will have knowledge and experience with inventory management and budgeting expenses.

Position Summary: the program support coordinator is responsible for the behind the scenes work that makes great programs possible. This position works with families on accommodation plans and medication management in programs. The position orders, distributes, maintains and inventories snack, first aid supplies, weather monitors, walkie-talkies and other important program materials. This position collaborates with multiple staff across the organization and participates in program activities.

Qualifications/Skills:

- Proficient in Microsoft Excel and Word
- Must be a self-starter who is organized, detail-oriented and analytical
- Have experience with inventory management and budgeting expense
- Excellent verbal, written and interpersonal communication skills
- High school diploma with some college; AA or BA degree preferred
- Non-profit knowledge and experience desirable

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

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

Complete Benefit Summary available upon request

Program Support Coordinator: full time, year-round position, non-exempt, starting at \$14 per hour
40 hours per week, Monday through Friday
Reports to program director

How to Apply: apply online at wisconsinyouthcompany.org or send a cover letter and resume to hiringcommittee@wisconsinyouthcompany.org. Application deadline is Thursday, January 3, 2019.

Equal Employment Opportunity and Affirmative Action Employer