



**ADMINISTRATIVE ASSISTANT
ELVER PARK NEIGHBORHOOD CENTER
LIMITED TERM EMPLOYMENT – SUMMER 2023
JOB ANNOUNCEMENT**

Why work for our neighborhood centers this summer?

- Up to \$500 bonus!
- We value our staff! We provide competitive pay, a variety of benefits and know the importance of work-life balance.
- We offer a dynamic environment and culture that is safe, friendly, inclusive, and collaborative.

Apply online today at wisconsinyouthcompany.org/staff/work-with-us/ or send your resume to jweber@wisconsinyouthcompany.org. Application deadline is April 30, 2022.

Employment Benefits Include, but are not Limited to:

- Holiday pay
- Fitness membership reimbursement
- Summer day camp program available at the following rate: first child- free, second child- 50% off
- Paid training and certifications

Hours & Pay:

This is a limited term, summer position

June-August 2023

Monday through Friday, 12-5 p.m.

- Hours are dependent upon center events, services, and scheduling needs

\$16 per hour

Position Summary: The administrative assistant will provide administrative support to ensure efficient operation of Elver Park Neighborhood Center. The administrative assistant will serve as the initial contact for center visitors and provide customer care through the support of building services and programs. This person is responsible for assisting with food pantry operations and performing routine office tasks to keep Elver Park Neighborhood Center accessible, clean, and welcoming.

The Ideal Candidate:

- Must be 18 years old
- Has completed high school or GED
- Has basic proficiency of MS Office Suite programs including Outlook, Word, and Excel
- Has experience working with children and families from diverse populations
- Spanish fluency preferred

Equal Employment Opportunity and Affirmative Action Employer