



## **JOB ANNOUNCEMENT WISCONSIN YOUTH COMPANY ADMINISTRATIVE ASSISTANT**

Wisconsin Youth Company (WYC) has an opening for an administrative assistant in Madison, WI. We are looking for an individual to join our team who is detail-oriented, displays strong customer care skills, and fosters teamwork.

### **Why Work for Wisconsin Youth Company?**

- Wisconsin Youth Company values its 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.
- The administrative assistant position is the perfect full-time job that offers a mix of work-from-home, in-person opportunities and every Friday off.

**Position Summary:** Wisconsin Youth Company offers more than 35 different out-of-school time programs yearly, in Dane and Waukesha Counties. The administrative assistant is the first point of contact for all families. The administrative assistant, alongside other members of the registration team, is responsible for providing exceptional customer service by playing a key role in developing and maintaining relationships with all families through phone and email communication. This individual also ensures the office remains organized, visitors are greeted, and meeting spaces are prepped. As a member of the registration team, this individual will also assist in preparing registration materials for programs. Reports to registration director.

**Schedule & Rate of Pay:** Year-round full-time position, 32 hours per week, up to \$17 per hour, non-exempt 7:30 a.m. - 4 p.m., Monday-Thursday

This is a hybrid position between home and our co-working space in Madison. Typical schedule is two days per week in office. Additional office time required during busier seasons.

### **Qualifications:**

- Exceptional customer care skills; demonstrating a resourceful nature and considerate responses
- Excellent verbal, written and interpersonal communication skills
- Experience in Microsoft Office preferred
- HS Diploma required; AA degree preferred
- Ability to communicate in English and Spanish is preferred

**Employment Benefits:** We offer a comprehensive benefit package for full-time employees including, but not limited to:

- Generous vacation, sick/personal leave and holidays
- Health, dental and vision insurance
- Fitness membership reimbursement
- Madison Metro bus pass
- Student loan pay-down and college save-up plans
- Company paid life insurance & disability
- 403(B) plan with employer match
- School age child care benefit- send your child to Wisconsin Youth Company programs free of charge!

**How to apply:** Apply online at [wisconsinyouthcompany.org/staff/work-with-us/](http://wisconsinyouthcompany.org/staff/work-with-us/) or email your resume to [hiringcommittee@wisconsinyouthcompany.org](mailto:hiringcommittee@wisconsinyouthcompany.org).

**Equal Employment Opportunity and Affirmative Action Employer**