

## Junior Achievement of Wisconsin, Inc. Position Description

---

Title: Operations Assistant  
Reports to: Regional Director  
Department: South Central Region  
Status: Hourly, part time (19 hours/week)

**Position Concept:** Junior Achievement of Wisconsin, Inc. is seeking an experienced and energetic individual who can work with high efficiency and accuracy in a fast-paced environment as our part-time Operations Assistant. With a natural ability to communicate, organize, and work well within a team the ideal candidate will support the organization by contributing to the efficiency of our business by providing personalized and timely support to multiple departments and the regional director. If you're a cause-orientated individual who enjoys working on behalf of children, helping them realize their full potential and equipping them to succeed, working for Junior Achievement is all that and more. Join us as we empower the future.

### **Primary Responsibilities:**

- **Data Management:** Responsible for management, accuracy, and integrity of customer relationship management system including data entry, preparation and/or procurement of reports related to programming and revenue generation.
- **Financial/Record Management:** Develops and maintains an efficient digital filing system enabling easy access to files. Enters accounts receivable upon receipt and prepares and submits Cash Transmittal Reports. Prepares Cash Transmittals and reconciles all gifts with Cash Receipts. Prepares payment authorizations and assures timely accounts payable.
- **Program Operations:** Supports the process of teacher requests and assists in educator renewals. Identifies retirees and new hires at program sites. Supports retention of volunteers including contact and placement of returning volunteers. Secures Volunteer Conduct Standards Forms and coordinates compliance with school district background check policies. Maintains program kit material and office supply inventory. Manages class verification process. Submits information for class/volunteer for registration by deadline.
- **Development Support:** Monitors assigned fund raising campaigns. Secures in-kind items for special events. Assists with set up, on site management, and post event follow-up for special events. Prepares acknowledgements and invoices. Makes phone calls to follow up solicitation requests as needed.
- **Communication:** Supports office by communicating with internal and external customers. Edits, prepares, and distributes confidential and non-confidential correspondence utilizing CRM system, word processing and spread sheets. Responsible for handling communications in a highly professional manner. Prepares supporting information and collaterals for meetings, campaigns, events, orientations and presentations. Secures photos, distributes press releases, and supports social media strategy. Collects media releases as needed and records in CRM system.
- Performs other duties as assigned.

*The above position description is not all inclusive and is not an implied contract of duties performed. It is a general overview of position responsibilities.*

**Education/Experience Required:** Associate degree in Business Administration or equivalent and 2-3 years administrative experience. A working knowledge of grammar usage, letter writing skills and proofreading. Computer literacy/proficiency in Microsoft Office Suite and data management is required. Excellent communication skills. Ability to function effectively under pressure. Self-starter who can determine the next task without being told. Ability to analyze and prioritize workload to effectively complete tasks accurately and on time. Must have valid Wisconsin Driver's License.

**Physical Requirements:** The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to: sit, walk, occasionally required to reach with hands and arms, continually required to talk or hear, occasionally required to bend, lift, or climb, frequently required to lift and carry light weights (25-50 lbs.), and specific vision abilities include: close vision, distance vision, and ability to adjust or focus.