Job Posting

NPLI Administrative Associate

The Nonprofit Leadership Initiative, a program of the Community Foundation for the Fox Valley Region, is hiring a new, part-time Administrative Associate.

SUMMARY
The Administrative Associate will be part of a team of professionals who work together under the core values of integrity, respect, and teamwork to support the mission of the Nonprofit Leadership Initiative. Our mission is to provide Fox Valley nonprofits with opportunities for leadership development and learning to better achieve their missions. Learn more at www.NPleadershipfv.org. Learn more about the Foundation at www.cffoxvalley.org.

The Nonprofit Leadership Initiative is a partnership of Fox Valley-area nonprofits, funders, educational institutions, and businesses dedicated to providing resources needed by effective nonprofit boards and executive leaders. We offer a wide range of leadership, management, and technical skill-building programs, as well as peer learning circles, to the entire nonprofit sector in the Fox Valley through the following programs: Leadership Institute, Board Academy, Board Connect, Nonprofit Next, Network for Good and Leadership Forums.

KEY RESPONSIBILITIES

Responsibilities and opportunities related to this position are aligned with NPLI and Community Foundation values and contribute to NPLI’s mission by:

- Providing administrative support for all programs & events.
- Maintaining mailing lists in multiple platforms.
- Supporting all committee meetings and events.
- Assisting with managing ongoing communication.

Knowledge skills and abilities requirements:

High degree of organizational skills, accuracy, attention to detail, written/verbal communication skills, flexibility in day-to-day work, ability to
multi-task, understanding of database organization and concepts, teamwork orientated with the ability to work independently. Knowledge of Microsoft programs such as Word and Excel is critical as is the ability to master various software applications for creation of mailing or call lists and managing constituent records.

**LOCATION, PAY RATE AND START DATE**
Work in our newly expanded and renovated office at 4455 W. Lawrence St. Appleton, WI, at event venues and remotely. Approximately 20 per week depending on the number of events scheduled and the start and end time of events. This position will pay between $18-$20 per hour dependent upon previous experience. A start date in early September will be determined. Benefits include flexible hours, flexible work sites, pro-rated Paid Time Off, give back to the community time off, access to an Employee Assistance Program, YMCA Membership discount.

**HOW TO APPLY**
Submit your resume and cover letter to careers@cffoxvalley.org.