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## **Wisconsin Towns Association Support Staff Position Description**

### **Position Summary:**

This position serves as support staff for the Wisconsin Towns Association (WTA). The WTA is a statewide, voluntary, non-profit, and non-partisan association of 1248 towns and 25 village governments that provides education, legal information, and lobbying services for our members. Our purpose is to empower and inspire town officials to provide leadership in unlocking the potential of democracy. The successful candidate will become part of a 3 person support staff team that provides administrative assistance to the Executive Director, attorneys, lobbyists, and outreach/education staff. They will perform routine and complex duties ranging from filing, copying, and drafting correspondence to completing program related projects and basic bookkeeping.

### **Qualifications:**

#### Required

- Exceptional customer service skills
- Strong interpersonal, written and verbal communication skills
- Passion to collaborate in a team oriented environment
- Self motivated, detail oriented, and able to keep accurate records
- Ability to multitask effectively
- Great attitude and work ethic
- Strong computer skills, including MS Office suite
- Willingness to do both routine and complex projects
- High School diploma

#### Preferred

- Basic bookkeeping skills
- Elementary website management knowledge
- 3 years of experience or Associate's Degree in administrative assistance or related field

### **Major Duties and Responsibilities:**

- Lead and implement process to communicate meeting notices (USPS, email, web) to town officials
- Filing attorney responses to clients
- Receptionist responsibilities
- Clerical and program support for Executive Director, attorneys, and outreach/education staff
- Invoicing and receipting
- Basic bookkeeping functions, such as, payroll
- Management of college scholarship program
- General office support related responsibilities