

Executive Assistant

Job Description

The Executive Assistant provides critical support to the legal, compliance, governance, and human resource functions of the organization. This role will prepare and organize important legal and strategic materials and plans, and support board meetings and the preparation of board materials. This position is responsible for some project management including many aspects of the state convention. The work requires the exercise of problem solving, accountable recordkeeping, multitasking, teamwork, and the ability to work with limited supervision. It is a key position in support of WFU operations and governance.

Duties and Responsibilities:

- Maintain office calendar(s) to coordinate work flow, project management and meetings
- Ensure confidentiality of records and information
- Help maintain the organization's data base(s), spreadsheets and records for effective membership services, grant administration, and event coordination
- Ensure smooth operation of phones and staff communication platforms, including answering and directing calls and emails, and monitoring the general WFU email account.
- Coordinate and maintain IT service support with an outside IT contractor
- Assist in the delegation of financial duties in order to establish a chain of accountability and efficiency
- Prepare correspondence, scholarship forms and awards, general inquiries, contractors, etc.
- Help support general operations and programming
- Coordinate travel arrangements, primarily hotel bookings, for the President, Board of Directors, and occasionally staff and members.
- Act as recording secretary to the Wisconsin Farmers Union Board of Directors, the WFU Service Association, and the WFU Foundation: record, compile, transcribe, distribute, and file minutes of the meetings; prepare agendas and make arrangements for all official committees, some workgroups, and Board meetings, including overnight accommodations and meals.
- Manage event coordination that involves official business including summer conference, county presidents' meetings, and annual convention
- Maintain and develop positive working relationships with members, partners, and vendors, including overseeing event venue rental contracts.
- Set up and coordinate meetings and conferences including securing meeting site, arranging rooms and set-up, coordinating food and breaks, arranging technology support, and monitoring of deadlines to ensure all tasks are completed in a timely manner
- Conduct research, compile data, and prepare reports, such as spreadsheets, memos, reports, surveys, and letters, for consideration and presentation to the Executive Director, staff, or Board of Directors
- Organize grant requests, correspond with applicants and awardees, ensure grants are accounted for and reports are distributed
- File reports with the State of Wisconsin with assistance from the Accounting Manager

- Support programming efforts (mailings, ordering supplies, correspondence, volunteer coordination) during peak times
- Occasionally represent WFU at meetings and events, as requested by the Executive Director or President
- Help ensure compliance with regards legal and ethical standards for non-profits and cooperatives (privacy policies, emergency procedures, conflict of interest concerns, adherence to WFU Bylaws, etc.)
- Coordinate with NFU as needed for various events and/or documents
- Other duties as assigned by the Executive Director or requested by the President

Preferred Qualifications:

- A minimum of two years post high school education or relevant experience in areas such as office administration, information technology, business administration; and, at least two years of experience in a similar responsible position
- Familiarity with Google applications (docs, forms, spreadsheets, calendar, Gmail)
- Demonstrated proficiency in Microsoft Office suite (Excel, Word, PowerPoint)
- Familiar with online meeting software and teleconferencing
- Demonstrated proficiency in database management
- Excellent verbal, writing, and executive function skills
- Problem-solving aptitude
- Passion for the organization's mission of helping family farmers and rural communities
- Event planning and coordination experience

Work Expectations:

Regular work day hours, with flexibility to attend evening and weekend events as required. Flex-time available for evening and weekend events. This position is expected to work out of the WFU State Office, located at Market on River in Chippewa Falls.

Compensation:

Salary range: \$50,000-\$55,000, dependent on experience. Medical, dental, vision, life, long and short-term disability insurance, employer contribution to simple IRA retirement account, wellness plan, and generous paid time off package provided.

How to Apply

Interested candidates should submit a cover letter and resume by **November 25th** to Michelle Bachand at mbachand@wisconsinfarmersunion.com.

Wisconsin Farmers Union is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. WFU does not discriminate on the basis of race, color, religion, creed, sex, gender identity or expression, sexual orientation, age, national origin, disability, marital status, veteran status, or any other protected characteristic under applicable law.