



Administrative Assistant – Part Time – Bi-lingual

Worker Justice Wisconsin

***Resumes and cover letters should be sent to [info@workerjustice.org](mailto:info@workerjustice.org) by January 19<sup>th</sup>, 2022 for full consideration.***

About Worker Justice Wisconsin (WJW):

WJW is an interfaith nonprofit 501c(3) organization that advances justice in our community by building collective worker power together with Faith and Labor allies. It partners primarily with low-wage and immigrant workers, empowering them to fight workplace injustice through education, community building, and collective actions.

Acerca de Worker Justice Wisconsin (WJW):

WJW es una organización interreligiosa sin fines de lucro que promueve la justicia en nuestra comunidad mediante la construcción de poder colectivo de los trabajadores junto con los aliados del campo de la fe y los derechos laborales. Se asocia principalmente con trabajadores con bajos salarios e inmigrantes, empoderándolos para luchar contra la injusticia en sus lugares de trabajo a través de la educación, la construcción de la comunidad y las acciones colectivas.

Job Description:

- Worker Justice Wisconsin is currently seeking a part time bilingual administrative assistant. This position will serve as the first point of contact in the office and has the responsibility for the organization's interface with the workers and clients. Starting wage is \$16.00 per hour.
- The incumbent will be responsible for the daily office operations performing a variety of administrative support duties with a high level of accuracy and confidentiality.
- The position will work closely with co-workers from all departments at different times but will report directly to the Business Manager.
- It will be important that the incumbent be able to balance a variety of tasks and have the ability to pivot with ease.
- The administrative assistant will be working in the office and will be expected to set regular hours Monday through Friday. There may be times when the administrative assistant may be asked to work hours outside of their normal work schedule for special events or trainings with advanced notice.

Job Duties:

Answer and direct phone calls and messages – in English and Spanish

Pick up and distribute mail appropriately

Write and distribute email, correspondence, memos, letters, faxes and forms; internally and externally

Work with Program Manager to organize Know Your Rights Trainings, providing support, as needed

Help managers maintain their calendars

Schedule, attend and take minutes for Staff Meetings

General office tasks; supply ordering, maintain cleanliness and stocking of supplies

Maintain current filing systems; as well as data entry into online database systems  
Misc. tasks as assigned

Qualifications:

- Bi-lingual
- HS diploma or GED
- 1-2 years of administrative assistant experience
- Customer Service experience

Required knowledge and critical skills

- Strong attention to detail
- Excellent verbal communication skills in English and Spanish
- Proficient in MS Office (Excel, Word, Power Point)
- Ability to work with Google products (calendar, docs and drive)
- Knowledge of basic QuickBooks software
- Experience and interest in learning to assist with payroll processing
- Bookkeeping skills, AR and AP knowledge
- Willingness to grow and develop within the position and within the organization

Benefits:

- Paid vacation- 2 weeks first year, 3 weeks after completion of 2<sup>nd</sup> week.
- Paid Sick Leave
- Paid Holidays
- Health Insurance Stipend
- Yearly evaluations with possible merit increases
- Quarterly performance and growth discussion with supervisor

Software Knowledge (familiarity is appreciated, ability to learn new software is essential):

- Google Office
- Microsoft Office
- Salesforce
- Classy.org

*Worker Justice Wisconsin is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.*