



Administrative Assistant – Weatherization Dept. Part Time

Primary responsibility will be to successfully coordinate marketing efforts and the application process for the Weatherization Assistance Program. Additional duties will be to provide administrative support to other department staff.

Position has a high emphasis on interpersonal skills. Candidates must demonstrate the ability to work independently, develop methods to successfully meet program goals, and communicate effectively using numerous techniques. An enthusiastic and persuasive personality and/or sales background is desired.

Responsibilities Include:

- Maintaining a positive and safe working environment
- Meeting assigned goals related to the quantity of new applicants
- Ensure accurate and detailed record keeping
- Phone etiquette, clerical skills, and proficiency in computer use and data entry

Job Requirements:

- A minimum of 12 months experience in administrative duties, marketing, or sales
- Excellent customer service and marketing skills
- Ability to navigate web based information
- Occasional travel for training, outreach efforts and coordination with local affiliates

Home office is located in Oshkosh. Part time position working M-Th 12p-5p and F 12p-4:30pm
Minimum pay of \$14.29/hr. includes paid vacation, holiday, and sick time, 401K option.

Current resume with cover letter received by 5/25/18 will be given preference.

Submit to: Human Resources, ADVOCAP Inc, PO Box 1108, Fond du Lac, WI 54936-1108, Fax 920-922-7214, or email hr@advocap.org.

<http://www.advocap.org/>

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