



BLW Center
1917 Lake Point Drive | Madison, WI 53713
608.441.6991 | general@blwcenter.org

Job Title:

Administrative Assistant
Bridge Lake Point Waunona (BLW) Neighborhood Center

Posting Date: March 14, 2023

Deadline: April 14, 2023

Organization Overview:

Bridge Lake Point Waunona (BLW) Neighborhood Center is a nonprofit community center located on the southeast side of Madison which operates within the Vera Court Agency. Since 2004, BLW Center's mission has been to support its community in addressing the needs identified by its residents. Our programs include youth programming, family support, community resources, senior program, food pantries, community events, and much more.

Job Description:

BLW's Administrative Assistant will work alongside agency staff and volunteers to support our mission with a wide range of duties to support our community member's needs. The Administrative Assistant is a highly visible contact point for community members and plays a key role in organizing administrative, human resources, and governance functions of the entire organization. This individual will work alongside other agency staff and will report directly to BLW's Center Director

Responsibilities:

- Be a professional and welcoming presence responding to voicemails, answering & routing phone calls
- Set up space for events/programs including audio and visual equipment
- Assist community members with faxing, scanning, web access and other general support
- Maintain office and other center supplies by ordering and organizing
- Organize agency's billing, purchasing, invoices and receipts for agency's operations department
- Provide active supervision and ensure safety of all program participants at all times
- Assist in submitting & maintaining records including attendance, surveys, data and other documents required
- Attend mandatory trainings, agency meetings
- Assist with recruitment of program participants for all center programs
- Assist center staff with volunteer recruitment and support for various center activities
- Work alongside agency staff to identify other community needs
- Assist with opening/closing procedures to agency standards
- Filing and retrieval of documents, records, and reports
- Assist with agency's governing board by emailing meeting reminders, gathering & filing meetings minutes
- Assist with center's special events, programs, research, fundraising activities & other duties as needed
- Promote the center's facility to fill space with other facility users while maintaining supervising & keeping up with all data records





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Desired Qualifications:

- At least 2 years' experience in an administrative roll
- Strong verbal and written communication skills
- Ability to maintain an orderly, positive, productive and respectful work environment
- Willingness to work a flexible schedule including occasional after hours or weekends for programs & special events
- Ability to conduct oneself in a respectful manner with appropriate positive values
- Appreciation of ethnically diverse populations
- Work as part of a team
- Excellent time management and prioritization skills
- Experience supervising volunteers
- Proficient skills with Google Workspace
- Demonstrate enthusiasm and a strong work ethic while supporting center programs
- Ability to multitask, demonstrate leadership and take directions
- Bilingual (English/ Spanish) candidates are strongly encouraged to apply
- Must be 21 years old with a valid driver's license and clean driving record, as requirement by our agency's insurance

Average Schedule:

Primarily Monday to Friday with occasional evening or weekend hours = 15-20 hours per week

Benefits & Compensation:

Paid Holidays, Vacation & Sick Leave accrument at a wage of \$16.00 an hour

Process:

Interested applicants should email resume and cover letter to arturo@blwcenter.org.

Qualified applicants will be interviewed on a rolling basis until the position is filled.

Our agency Vera Court INC. is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, veterans, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

