Wisconsin Alliance for Infant Mental Health (WI-AIMH) promotes the healthy social and emotional development of Wisconsin children from birth through age 5. We aim for all Wisconsin infants and young children to reach their fullest potential through nurturing and consistent relationships within the context of family, community and culture.

**Position Summary:**

This position will provide general office support in our Main Office in Middleton, Wisconsin. All work will be completed under the direction of the Personnel and Operations Lead. Tasks will include providing record-keeping, administrative, and clerical support for agency operations and providing project support as assigned.

**Project Specific Responsibilities:**

* Provide administrative support for Healthy Minds Healthy Children activities
* Support project staff in completing community outreach and training
* Organize and disseminate information; collect records and send to implementing project staff
* Organize and maintain project files and records.
* Organize and schedule meetings, activities, and events as needed.
* Communicate with vendors and contractors
* Assist with event implementation including securing venues, arranging logistics with speakers, ordering food, communicating with participants, coordinating vendors, providing event support.
* Provide support for in person and virtual events
* Address client complaints or concerns
* Field project-related questions; redirect inquiries to appropriate staff.
* Assist with project events and activities
* Assist with inventory and organization of digital training and implementation support materials.
* Maintain organization of project materials.
* Disseminate informational and public awareness materials as requested.
* Review details and expectations about the referral with clients

**Agency Administrative Responsibilities:**

* Manage and arrange for maintenance of office environment; maintain office appearance.
* Create, organize, and maintain hard copy and electronic files.
* Perform faxing, scanning and photocopying.
* Track and order office supplies; manage and place equipment/supply orders; maintain office equipment and troubleshoot or make repair arrangements when needed.
* Organize and schedule meetings and events as needed.
* Correspond with building management when necessary.
* Process incoming and outgoing mail.
* Field questions via phone and email; redirect inquiries to appropriate staff.
* Provide administrative support to WI-AIMH staff as needed.
* Assist with financial procedures, including: processing incoming money; tracking invoices and purchase orders; preparing and processing bank deposits.
* Provide administrative support for agency events, including conference.
* Assist with events including securing venues, arranging logistics with speakers, ordering food, communicating with participants, coordinating vendors, providing event support.
* Record and disseminate minutes from staff meeting; maintain agency documentation.
* Troubleshoot office issues and solve problems as they occur
* Support staff by providing administrative and clerical assistance
* Receive and sort incoming mail and deliveries, and manage outgoing mail
* Field questions via phone and email; redirect inquiries to appropriate staff.
* Collect and assemble informational materials to be distributed at events; create sign-up forms, registration forms and attendance certificates; staff check-in table at events when necessary.
* Organize and schedule meetings and events as needed.
* Provide technical support for webinars and in person events/trainings.
* Provide other administrative support and perform other duties as assigned.

**Minimum Knowledge, Skills and Abilities:**

* Bachelor’s degree preferred
* Intermediate skill level with Microsoft Office (Word, Excel, Outlook) required. Familiarity with Quickbooks online, office creativity software, and/or databases preferred.
* Ability to attend to detail and manage multiple projects/tasks from start to finish
* High degree of accuracy and attention to detail
* Organizational ability to prioritize and organize workload to meet daily demands as well as respond to urgent situations
* Strong customer service skills as evidenced by positive, respectful, and timely response to internal and external partners; teamwork orientation
* Must be self-directed with the ability to function independently
* Interest and alignment with WI-AIMH’s mission and willingness to learn discipline-specific content.

**Supervision:**

Reports to: Personnel and Operations Lead

Supervisory Responsibilities: none

**Working Conditions:**

This position is located in person, and in the Middleton office. General office environment; occasional in-state travel; valid driver’s license; ability to sit for 8 hours or more; ability to lift 30 lbs. Flexible daytime office hours on a set schedule.

**Compensation:**

This is a full-time salaried position. A generous benefits package including health/dental and paid time off is available. Pay range on WI-AIMH’s agency-wide pay scale is $33,072 to $52,915, pay commensurate with experience and education. A generous benefits package including health/dental and paid time off is available.

**We believe many hiring practices disproportionately impact people of color, people from working class backgrounds, people with disabilities, and LGBTQ people. Because we believe that these communities must be centered in the work we do, we strongly encourage and welcome applications from individuals with these identities or who are members of other marginalized communities.**

**As a non-partisan organization, Wisconsin Alliance for Infant Mental Health (WI-AIMH) supports ALL Wisconsin babies and their families, and ALL professionals who work with or on behalf of families, without regard to race, gender identity, religion, sexual orientation, country of origin, heritage, or political affiliation.**

In accordance with the Americans With Disabilities Act, the above is intended to summarize the essential functions of and requirements for the performance of this job. It is not meant to be an exhaustive list of miscellaneous duties and responsibilities that may be requested in the performance of this job. WI-AIMH is an equal opportunity employer. All qualified candidates are encouraged to apply.