



POSITION: Summer Administrative Assistant
DEPARTMENT: Friends of Beaver Creek Reserve
REPORTS TO: Office Manager
DIRECTION EXERCISED: None

POSITION SUMMARY:

This position performs a variety of office duties to support Beaver Creek Reserve in daily operations.

ESSENTIAL FUNCTIONS (Illustrative only):

- Answer phone and welcome guests to nature center
- Provide excellent customer service to members, donors, and families
- Support office manager and office associate in day to day activities
- Maintain a stocked and organized nature store
- Assist staff with planning and organizing special events and fundraisers
- Occasional projects available based on your interest/skills
- Passion for mission of “Connecting People with Nature”

WORK ENVIRONMENT:

- Work is largely in an office setting with occasionally walking and standing

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to handle multiple tasks simultaneously
- Ability to work in a self-sufficient and self-directed fashion
- Ability to perform detailed work within time limits
- Ability to communicate effectively both written and oral

REQUIRED QUALIFICATIONS:

- Must have effective communication skills and people skills
- Have reliable transportation

HOURS AND WAGE:

- \$10 per hour
- Approximately 15-20 hours a week,
- Expect to work up to 2 weekends a month

BENEFITS:

- Free student membership (includes trail access & butterfly house)
- Program discounts
- Great work environment with enthusiastic coworkers

NOTE: Appointment will be conditional upon successful completion of a criminal background check.

TO APPLY:

Please submit your resume and cover letter to hannah@beavercreekreserve.org or mail to

Beaver Creek Reserve
Attention: Hannah Becker
S1 County Rd K
Fall Creek, WI 54742