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 greet guests providing information on trails and programs
* Sort and distribute mail
* Stock, price, and inventory nature store items
* Assist staff with planning and organizing special events and fundraisers
* Operate equipment such as computer, phone, cash register, laminator etc.

**WORK ENVIRONMENT:**

* Work is largely sedentary 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 communication effectively both written and oral

**REQUIRED QUALIFICATIONS:**

* Must have effective communication skills and people skills
* Must be a reliable employee

**HOURS:**

* Approximately 10-15 hours a week,
* Expect to work up to 2 weekends a month

***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

No Phone Calls