



Summer Office Assistant Position

- TITLE:** Summer Office Assistant
- RESPONSIBILITIES:** Performs typing duties including reports, correspondence and invoices. Answers telephone and greets the public, providing information on programs and facilities. Operates various equipment, including copier, cash register, calculator, personal computer and telephone. Assists staff with planning and organizing programs and special events/fundraisers. Sorts and distributes mail.
- QUALIFICATIONS:** Ability to perform detailed work accurately within time limits, and handle multiple tasks simultaneously. Ability to communicate effectively and follow instructions, both written and oral. Ability to establish and maintain effective working relationships with other employees and the general public. Ability to proficiently operate standard office equipment including, but not limited to copiers, calculators, telephone, and personal computer.
- WAGES:** \$10/hr
- HOURS:** Approximately 15-20 hours per week from beginning of June to end of August. Will consider part time appointments; Hours flexible; expect some weekend and evening work.
- CONTACT:** Send letter of introduction and resume to:
Rebecca Thacker
Beaver Creek Reserve
S1 County Rd K
Fall Creek WI 54742
(715) 877-2212 (Phone & Fax)
e-mail rebecca@beavercreekreserve.org

Deadline: May 1, 2017