



Executive Assistant Job Description

Wisconsin Housing Alliance (WHA) is the trade association for the manufactured and modular housing industry in Wisconsin. This is a small work environment where your work will be diverse. With a current staff of four with a retirement pending, we are looking to expand by acquiring an Executive assistant.

Our mission: *To be an advocate for members, facilitating relationships which educate, support and promote the factory-built housing industry.*

In addition to the Wisconsin Housing Alliance, we run a non-profit charity called Tomorrow's Home Foundation and we also manage the WI Recreational Vehicle Dealers Alliance. This includes lobbying for these entities.

POSITION RESPONSIBILITIES:

This position encompasses the functions of managing the day-to-day tasks related to office and Executive Assistant functions.

1. Assisting the Executive Director with tasks related to lobbying.
2. Assisting grant applicants with the application process.
3. Reception duties including answering and routing phone calls, assisting members, vendors and visitors.
4. Assisting current staff with projects and preparation for educational events.
5. Grading continuing education licensing tests.
6. Printing projects and membership mailings.
7. Other miscellaneous tasks as needed.

TRAVEL REQUIREMENT: Minimal travel within Wisconsin may be required for industry events on occasion. Reimbursement at the IRS mileage rate is provided for approved events.

EDUCATION REQUIRED: A technical college degree or higher with a desire to be part of a diverse team and diverse office skill sets.

SKILLS: Education or experience in an office environment, some education or experience with customer relations. Excellent attention to detail and the ability to work independently. Knowledge of the legislative process is a plus. (Training will be provided for the best candidate.)

- Having a "TEAM" work ethic where everyone works together for the good of the industry is critical.
- Being able to multi-task and serve members with a can-do attitude.
- A desire to learn new functions and have a diverse skill set is essential.
- Computer skills with Microsoft Office programs such as Word and Excel are necessary.

Pay will be negotiated based on education and experience. We offer a flexible work schedule, paid vacation and a generous holiday schedule. Flexible, but hoping to fill the position around March 1st or sooner.

To apply mail or email resume and cover letter to:

Amy Bliss, Executive Director
WI Housing Alliance
258 Corporate Drive, Suite 200C
Madison, WI 53714
amy@housingalliance.us

Company website addresses:

Wisconsin Housing Alliance - housingalliance.us
Wisconsin RV Dealers Alliance - rvwisconsin.org
Tomorrow's Home Foundation - tomorrowhomefoundation.org