



Temporary Executive Assistant

The Wisconsin Alliance for Retired Americans is hiring a temporary Executive Assistant! We would like you to be a part of our team. We are seeking a highly organized Executive Assistant to help support the important work we do to fight for Wisconsin's retirees and their earned benefits alongside Organized Labor. The Executive Assistant position is starting as soon as possible and going until the end of December. This will be a 100% virtual position which will report to the Executive Director, and will be paid \$20 per hour for 10 hours per week. We will provide training to the right candidate who may not possess all the desired skills and abilities listed below.

Required skills and abilities:

- Access to reliable internet, computer with video and audio connection, and phone
- Well organized and highly motivated, and able to change focus and learn new skills as needed
- Computer proficiency, including, at minimum, familiarity with MS Office, Google Docs, and virtual meeting platforms
- Excellent communication skills
- A commitment to Organized Labor and its political and economic agenda

Desired skills and abilities:

- Peer to Peer texting familiarity, specifically using Spoke
- Ability to use Action Network for emailing, list management, and events

Duties:

- Assist with communications with members, supporters, and the public through Action Network, the peer-to-peer texting platform Spoke, Facebook, phone, and Zoom
- Manage WIARA's Action Network
- Assist with organizing and maintaining supporter, member, and other lists
- Work with the Executive Director on special projects
- Other duties as assigned

Interested applicants should send a resume and cover letter to Alex Brower, Executive Director, Wisconsin Alliance for Retired Americans at wiaaraexecdir@gmail.com before the end of the day on Friday, October 2nd, with the position starting as early as Wednesday, October 7, and ending December 31, 2020.

<https://wisconsin.retiredamericans.org/>

WIARA is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind: WIARA is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at WIARA are based on organization needs, job requirements and individual qualifications, without regard to race, color, religion or belief, family or parental status, gender status or expression, sexual orientation, or any other status protected by the laws, regulations, or common decency. WIARA will not tolerate discrimination or harassment based on any of these characteristics. WIARA encourages applicants of all ages.