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Administrative Assistant to President and Event Support

(Non-Exempt)

This position is not hybrid and requires the applicant to be 100% in the office with the flexibility provided on an as-needed basis.

Location: Milwaukee

The Administrative Assistant to President/Event Support is a full-time position responsible for working closely with the President on a variety of administration functions, while also supporting organization events and special projects.

ESSENTIAL JOB FUNCTIONS:

- Perform administrative support for President/CVO including correspondence, scheduling of meetings (internal and external), meeting logistics and material preparation, PowerPoint presentations, renewing memberships for WWBIC, handling RSVPs for President/CVO, coordinating and booking travel arrangements for President/CVO and other senior leaders as needed
- Support WWBIC meetings including Loan Committee, Audit and Finance Committee, and VIP Tours by working inter-intra departmentally on various regional and statewide meetings securing logistical components, mailing lists, presentations, catering needs, etc.
- Receive guests and serve as organization host for official functions of the President's office.
- Maintain the Statewide database to support all communications for all regional offices.
- Research and book venues, schedule guests, and finalize event logistics
- Assist in supporting WWBIC's Annual Luncheon including calendar and scheduling, material printing, mailings, follow-up phone work, staff coordination, logistics (site, caterer, gifts, vendors), and help on day of event.
- Assist in supporting special events including Reception at Governor's, Volunteer Events, and other events such as receptions, press events, VIP visitors, program kick-offs, recognition events, etc. Ensure all event details are implemented in an accurate and timely manner.
- Work with the Marketing Team on creating or developing promotional materials for events such as press releases, newsletters, flyers, and special event materials.
- Serve as backup to the Milwaukee Regional Office Coordinator during lunch breaks and PTO
- Completes projects and special assignments by establishing objectives, determining priorities, managing time, problem solving, and adjusting plan
- Assist in overall mission of WWBIC by working in a team
- Other duties as assigned

Salary: \$23 - \$25 /hour

To apply, please email a letter of application, resume to jobs@wwbic.com

An Equal Opportunity/Affirmative Action Employer