



# LEGACY

Environmental Services

9800 Connecticut Drive, Crown Point, Indiana 46307

[www.legacyenv.com](http://www.legacyenv.com)

**Position Location – Milwaukee, Wisconsin**

[www.wicleancities.org](http://www.wicleancities.org)

## **Program Administrator Position**

### **Position Summary**

Legacy Environmental Services, Inc. is looking for an enthusiastic, positive, motivated professional who is proficient in office procedures and program/event development. This position requires the individual to work collaboratively with staff and volunteers, multi-task, prioritize assignments and work independently in a fast-paced entrepreneurial environment.

### **Primary Responsibilities**

#### **Office**

Maintain a productive work environment; monitor/maintain office supplies/quantities; maintain and develop required documentation in electronic and hard-copy formats. Present a professional, positive attitude and an aptitude for phone, verbal and written communication skills.

#### **Support Specific to Staff**

Provide responsive, professional and accurate support to other staff, working both independently and as a team member on selected and ongoing projects. Manage projects as assigned and meet deliverable deadlines. Must be organized and detail oriented and proficient in Microsoft office suite. (Details of computer experience/training required in resume.)

Provide support to Executive Leadership, including preparation and distribution of meeting notifications and documents; meeting/event planning, maintenance and management of master calendar of events; and preparation of program materials.

Management of organizational data bases including preparation and distribution of invoices and acknowledgment materials; preparation of correspondence as needed including monthly newsletters; assist in the preparation and distribution of publications and marketing materials. Maintenance of website and social media sites. Assist in maintaining organization files, grant management and reporting requirements.

## **Time Commitment and Compensation**

Full-time: 40 hours/week

Salary: Commensurate with experience and qualifications

Benefits: Comprehensive benefits provided

Reports to Executive Leadership

## **Desired Skills and Qualifications**

- Professional office administrative/program support experience necessary, not-for-profit experience preferred
- Proficiency in Microsoft Word, Excel, Adobe, Mail Merge, PowerPoint, Outlook, Constant Contact and Relational Databases preferred
- Excellent interpersonal and communication skills, both verbal and written
- Proven ability to work independently and as a part of a team
- Effective time management, organizational and project coordination skills
- Genuine enthusiasm for the mission of the organization and commitment to its goals
- Grant writing and/or management desired
- Positive attitude, a willingness to learn and an entrepreneurial spirit

**Please send resume, references and salary requirements by mail to:**

**Legacy Environmental Services, Inc.**

**Corporate Office**

**9800 Connecticut Drive**

**Crown Point, IN 46307**

**Or email to: [llisek@legacyenv.com](mailto:llisek@legacyenv.com)**