

Newcap Inc.

Family Success Coaching Administrative Assistant

Job Details

\$17.00/hour

Full-Time

Non-Exempt

Green Bay, WI

Job Purpose

Newcap is a community action agency equipping low-income citizens with the tools and potential for achieving economic security. We are seeking to add a Family Success Coaching Administrative Assistant to our growing team at Newcap where we are embracing a Whole Family Approach. Meeting families not where they are - but ***where they dream***.

You will not be bored with us! This individual must demonstrate strong problem-solving skills, have the ability to multi-talk, effectively communicate with our staff, community partners, and clients. They will provide administrative support to the Whole Family Director and Family Success Coaches by, managing calendars, preparing reports, handling data entry, and performing clerical functions.

Why Join Newcap?

Newcap, Inc. is a private non-profit Community Action Agency whose mission since 1965 is to move people from poverty to opportunities and economic security while enhancing community development. This means you not only make a living, but you get to do good too. If you have ever wanted to make a difference every day, this is the place for you.

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

Essential Duties and Tasks

- Manage Director of WF calendar, set up success and resource coaches' trainings, mentoring sessions, coaching session evaluations, register for conferences, schedule presentations, reserve cars etc.
- Maintain confidential files of success and resource coaches
- Maintain up to date training log for each success and resource coach
- Manage success email and administer client assessments as needed

- Pull accurate reports from agency database (EmpowOR)
- Manage FSC Referrals spreadsheet
- Complete POs and subtract from budgets
- Manage Coaching Resources team in Microsoft TEAMS
- Manage WF Partnership teams in Microsoft TEAMS
- Create documents and outreach event flyers for coaching staff as needed
- Add flyers and other marketing materials to the Microsoft Teams marketing planner in a timely manner
- Take detailed and accurate minutes and send out to various teams
- Attend meetings, trainings, and presentations with the Director of WF Implementation
- Organize technical equipment and meals for trainings, presentations, and meetings
- Set up new employees with whole family template in EmpowOR
- Order new employee office equipment and supplies
- Order office supplies as needed
- Keep Dream Big bags stocked and ready for coaches at all locations
- Ensure all locations have swag and appropriate outreach materials
- Data entry into agency wide database
- Send out mass mailings (email and USPS)
- Post coaching outreach events and community agency resources to NewcapNet
- Attend and assist in organizing outreach events as needed
- Scheduling interviews and taking detailed notes during interviews
- Assist assistant head coaches as needed

EXPERIENCE AND SKILLS REQUIREMENTS:

- High school diploma
- Minimum 1-3 years of administrative assistant experience
- Deep level of understanding of and comfort with multiple data systems
- Highly proficient with Microsoft Office programs, the overall use of computers and general office equipment. Competent in Zoom, Microsoft Teams and we based organizational tools.

Benefits:

You bring the skills, experience, and awesome attitude – what do we give back?

In addition to being part of a \$20 million (and growing) 10 county organization where over 97% of our 125+ staff say, “we make a substantive difference in our community,” We offer:

- Full time, stable, year-round work.
- Flexible workweek

- Over 4 weeks of paid time off in year one
- 16 paid holidays
- Medical insurance with very low premiums for you AND your family (they are our family too)
- Dental insurance that has no premium after the first year as long as two dental cleanings per year
- Retirement plan with match and 100% vesting from first contribution
- Vision insurance
- HSA contributions
- Wellness program
- Disability coverage
- Employee Assistance Program
- Ongoing training and education
- Employee and family events
- Family friendly, family minded organization ... and the people who work here

Pay: \$17.00 an hour

Job Type

Work location: Green Bay, WI