



Immediate Hire – Part Time Administrative/Database Assistant

Are you passionate about helping to make our systems more effective, equitable, and just? Are you ready to work for change? Do you have a passion to work for a nonprofit to help give back?

At Alzheimer's & Dementia Alliance of Wisconsin (ADAW), a local nonprofit agency, we serve individuals and families impacted by Alzheimer's disease and other dementias. We employ 10 staff members, including 3 outreach specialists who work across south central and southwestern Wisconsin. Find more information about our agency at www.alzwisc.org.

Who should apply?

ADAW is looking for a junior-level person who can learn to fulfill business needs to help support the agency across all areas. This work requires budgeting time to work on multiple projects simultaneously, a strong knowledge of data entry and data manipulation along with a willingness to learn and work independently as well as with teams.

What does a typical workweek look like?

Primary Responsibilities

- Manage and maintain contact database for ADAW purposes.
- Generate contribution acknowledgments
- Open, sort and distribute incoming correspondence; process incoming checks.
- Assist with registration requests for Alzheimer's Walks and enter donations.
- Create and manage spreadsheets.
- Other office duties.

What qualifications do you need?

Education

Minimum – High School graduate or equivalent

Preferred – Associates degree

Work Experience

Minimum – Two (2) year's experience in an office environment to include at least one year of entering or reporting data with a major customer relationship management software.



Required Skills, Knowledge, and Abilities

- Proficient in Microsoft Office (Word and Excel required).
- Proficient in database/customer relationship management software (required).
- Ability and willingness to learn new software programs.
- Ability to prioritize, organize and problem-solve.
- Excellent written and verbal communication skills.
- Ability to work independently with minimal supervision and as part of a team.
- Must be able to deal with interruptions in a busy office environment.

Additional assets

- Knowledge of Alzheimer's disease and its impact on families is a plus.
- Knowledge of Power Point is a plus.
- Knowledge of basic accounting practices.

Who is our team?

We are a small, local nonprofit of professionals from a variety of backgrounds. We employ social workers, administration, development and marketing professionals. Our Dementia Outreach specialists cover 11 counties in south central and southwestern Wisconsin. We strongly believe in our mission to provide support, services, and education to individuals, families, and caregivers touched by Alzheimer's disease and related dementias. We are looking for people who bring diverse perspectives and backgrounds, cultures, and lived experiences to the work we do.

Join us!

If you are passionate about delivering accurate and timely data to assist our Dementia Outreach Specialists provide free services to individuals and families impacted by Alzheimer's disease and other dementia and if our mission and values excite you, we invite you to submit a resume and cover letter. Please email executive assistant, Vicki Hodel at vicki.hodel@alzwisc.org or call with questions 608-232-3400 extension 110.

Resume and cover letter accepted through May 29, 2022.

Job Details

20 hours per week; preferred 4-5 hour days or 5-4 hour days

Work week is Monday-Friday with potential for some weekends during our fall walk fundraising events.

\$15.00 per hour

Benefits not included

Location: 6314 Odana Road, Suite 4, Madison, WI 53719