



## **Administrative Assistant**

Job Posting

November 2024

Madison, Wisconsin (In Office)

Part-time (10-12 hours per week)

Deadline: December 6th, 2024

[Working Capital for Community Needs \(WCCN\)](#) is a nonprofit social impact fund based in Madison, Wisconsin that invests in microfinance and social services to improve the lives of low-income business owners in 8 countries in Latin America. The Administrative Assistant at WCCN interfaces with our donors and investors in routine matters of new investments, maturities, renewals and donations. This position is responsible for data management for both investors and donors.

### **Investor Management**

Manage Investor Relations program including:

- Creation of Investment Contracts
- Data Entry
- Payments and Maturity Notices
- Other Investor Communications
- Answer Phone Call and Email Inquiries

Reporting

- Simple Reporting to ED and Accountant on monthly basis
- Simple Quarterly Reporting to WCCN Board
- Quarterly and Annual Reporting to Investors

### **Donor Management**

Maintain back end of donor relations program including:

- Donor Acknowledgements
- Data Entry
- Donor Communications

Interface with Investors

- Answer Email/Phone/Written Inquiries for Donations
- Follow-up on New Donations

Reporting

- Reporting to ED and Accountant on Monthly Basis
- Quarterly Reporting to WCCN Board
- Semi-Annual Reporting to Donors on ad hoc basis

### **Office Coordination**

#### Office Maintenance

- Ensure documents are filed in appropriate places
- Help other office staff maintain a clean and organized office
- Notify accountant of needed supplies

### **Minimum Qualifications:**

- Experience with data entry
- Basic math skills
- Strong written and verbal communication skills
- Discretion with confidential information
- Ability to be organized (physical office space, electronic filing)

### **Desired Qualifications:**

- Experience in an office environment working with data
- Past experience in banking or investments
- Demonstrated ability to be resilient in the face of adversity
- Understanding of and ability to adapt to multicultural environments
- Imperturbable and open to new experiences

Hourly wage commensurate with experience. This is a part-time position and not eligible for benefits including health and retirement. This position will be located in the Madison, Wisconsin office and is not eligible to be remote due to the software and physical filing of paperwork that the position requires. The successful candidate will be able to arrange their work schedule during weekdays from 8am to 4pm, making a schedule that works for them. Being in the office two days per week is desirable.

***To apply for this position, please submit a resume, cover letter, three professional work references of people you have worked directly with. Send all materials to [info@wccn.org](mailto:info@wccn.org) with the subject "Administrative Assistant" in the subject line.***

*Research reveals that women and people of color are less likely to apply to jobs for which they do not meet every qualification. At WCCN, we aim for a diverse, inclusive, and authentic workplace, so if this looks like an exciting opportunity and you meet most qualifications in the list above, we encourage you to apply.*