March 16, 2022

Internal/External Posting

Job Title: Part-Time General Office/Receptionist (10 hours per week)

Location: WEAC Region 4 Office, La Crosse, WI

Reports to: WEAC Region 4 President and Executive Board

Classification: Associate Staff, Category A

Job Summary: The General Office/Reception position is responsible for making an excellent first impression with members and visitors. This position is also a first point of contact for members, affiliates and general calls into the WEAC Region 4 office. As well as being the welcoming face of WEAC Region 4, this position will provide general office support. Hours will be split 2-3 days/week. WEAC Region 4 is a labor union representing public school employees throughout western Wisconsin.

Job Duties and Responsibilities:

Greet all visitors in a cordial and professional manner

Maintain a comfortable, organized lobby area for visitors

Answer and direct phone calls on a multi-line phone system with professionalism; take messages as needed

Receive and distribute incoming mail and faxes

Stuff and mail letters, brochures, newsletters, etc on an as needed basis

Copy and stuff folders for new members

Data entry

Scan and save documents for record retention

Perform other duties and responsibilities as assigned

Support and advance the WEAC Region 4 mission, goals and core values.

Essential Knowledge, Skills and abilities:

Ability to promote and adhere to the policies and procedures adopted by the WEAC Region 4 Board of Directors and Representative Assembly.

Maintain a high level of communication and member care, both verbal and written.

Strong organization, time management, and attention to detail.

Ability to be flexible in daily assignments.

Knowledge of and ability to use email.

Proficiency with Microsoft Office Suite. Comfortable in using technology to improve efficiency and effectiveness in the course of work.

Ability to work well independently to meet timelines, goals and objectives. Ability to adapt to changes in priorities.
Ability to follow directions and work collaboratively to fulfill department objectives.

Ability to work harmoniously and cooperatively and to act in a professional manner when interacting with members, staff and the public.

Sound judgment in handling conflict and work-related tension.

Ability to sit for long periods of time.

Ability to maintain confidential information in a professional manner.

Perform all duties in a professional and competent manner.

**Training and Experience:** High school diploma or equivalent. Excellent communication skills and phone etiquette. Competent computer skills including Microsoft office. Knowledge of or experience with labor unions preferred.

**Salary and Fringe Benefits:** Excellent salary and pro-rated benefit package under the Associate Staff Collective Bargaining Agreement. Hourly pay equivalent to $17.91/hour.

**Deadline for Applications:** Please include your resume, the names of three references and a letter of interest detailing your experience in the areas of responsibility outlined above. Applications must be received no later than **5:00 p.m., Wednesday, April 6, 2022.**

**Beginning Date & Location of Employment:** May 2, 2022, WEAC Region 4 Office, 2020 Caroline Street, LaCrosse, Wisconsin, 54603.

Submit Applications to:

WEAC Region 4
2020 Caroline Street
LaCrosse, WI 54603
or
Jenna@crue-wi.org

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