

Administrative Assistant - part time (Downtown Madison)

Are you organized, self-motivated, cheerful, and interested in working with children and families at a non-profit organization? Then come join us at the Children's Dyslexia Center - Madison!

Job Requirements:

Proficient in:

- MS Word
- Xcel
- G-mail
- Knowledge of general function of copier/printer a plus!

Our ideal candidate will be:

- organized
- cheerful!
- able to communicate effectively with a broad range of people
- work well under pressure and be able to prioritize
- able to follow a schedule
- task oriented
- able to work as part of a team

Job Duties:

- Open Center/Office
- Answer/transfer phone calls
- greet families and answer questions
- sort incoming mail/donations
- maintain organization of office supplies/filing/tutoring documents
- back-up surveillance system
- file and submit payroll
- update scheduling and student sign-in sheets
- other duties as assigned

This position is 40 weeks per year, 12 hours per week, Tuesday and Thursday evenings from 2-8 pm. There are breaks during the holidays and over the summer. We follow the MMSD school-year calendar. Starts at \$12.50 per hour.

To apply please submit cover letter and resume to:

d lcm301@gmail.com

or

Children's Dyslexia Center - Madison
301 Wisconsin Ave
Madison, WI 53704