

Part-time coordinator position with the Platteville Community Arboretum, Inc. (PCA)

PCA is a nonprofit organization whose mission is to connect the Platteville community to the Rountree Branch corridor, through recreation, conservation, and environmental education. Our primary focus is the recreational trail and adjoining land that extends along the Rountree Branch through Platteville, WI. For more information, see <http://www.plattevillearboretum.org>.

Administrative Coordinator Position

Position commitment may vary with seasonal activity but is anticipated to average ~5 hours per week. Hourly wage starting at \$14/hr with annual salary not to exceed \$5,000 per year. Starting date is March 1, 2020. Individual will be expected to provide own office space, equipment, and internet access.

- *Primary responsibilities* include but are not limited to:
 - help coordinate or oversee PCA events and activities;
 - correspond with, and maintain databases, of members, donors and volunteers;
 - help recruit volunteers and members;
 - attend committee and board meetings;
 - maintain and update PCA website and social media;
 - coordinate map/brochure distribution;
 - address PCA clerical needs that may arise;
- *Required qualifications:* High school degree; self-motivated independent worker; highly organized; computer proficiency; strong verbal and written communication skills; ability to work with diverse peoples; comfortable providing direction to people; experience with website maintenance and social media.
- *Preferred qualifications:* Familiarity with PCA trail and the Platteville community; Some experience with fundraising.

Application

We will accept applications for any/all position options until December 31, 2019. To apply, please submit:

- 1) a cover letter that describes interest in the position, ability to meet the primary responsibilities, and qualifications
- 2) resume
- 3) list of three references

to PCA, Inc., P.O. Box 302, Platteville, WI 53818.

(Electronic submissions may be sent to: plattevillearboretum@gmail.com)

Contact plattevillearboretum@gmail.com or Kristopher Wright at 608-732-5346 with questions. PCA is an Equal Opportunity employer; all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.