



Title: Office Coordinator

Reports to: Executive Director

Description of Role

This position supports Prevent Blindness Wisconsin's mission to *prevent blindness and preserve sight* in Wisconsin. The Office Coordinator will work with Prevent Blindness Wisconsin staff to support statewide vision screening. A background check is required.

Primary Responsibilities

- Collecting and organizing data on vision screenings statewide
- Reporting results using Prevent Blindness Wisconsin's data entry system
- Database maintenance (Constella and Donor Perfect)
- Assisting with follow-up of children referred
- Coordinate agency mailings and other office work
- Work with school nurses and doctors to maintain accurate resource information
- Assist with photocopying, meeting preparation, and other general office tasks
- Answer telephone and direct phone calls to the appropriate party.
- Maintenance of office equipment including copier, mail meter, etc.
- Fulfill voucher requests
- Maintain office supply and publication inventory with Office Depot, School Health, Prevent Blindness, etc.
- Update and maintain website
- Accomplishes department and organization mission by completing projects and tasks as needed.

Minimum Skills/Qualifications

- Interest in gaining professional experience in a health-oriented nonprofit agency
- Ability to work with donor information, records, and communications with accuracy and confidentiality
- Highly organized with ability to prioritize multiple tasks and meet deadlines
- Strong communication, organizational, and computer skills
- Ability to work independently
- Interest in data entry
- Ability to move about inside offices to access file cabinets and storage spaces. Ability to lift office supplies up to 25 pounds for meetings, events and logistical needs. Ability to sit and complete desk work, including typing and data entry for long periods of time.
- Required proficiency in MS Office: Excel, Word, and PowerPoint.
- Associate's Degree or Relevant Work Experience
- Driver's license, car insurance and reliable automobile.
- Ability to work occasional nights as needed.
- A background check is required.

Time Commitment: Four days (Mon.-Thu.) between 9:00am and 2:00 pm

Compensation: \$9.00 – \$11.00/ hour based on experience

Application Process: Submit a cover letter, resume, and three references via email.

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