PLEASE POST

VACANCY ANNOUNCEMENT
02/10/12

Community Action Coalition for South Central Wisconsin, Inc (CAC), a private, non-profit agency dedicated to developing economic and social capacities of individuals, families and communities to reduce poverty in Dane, Jefferson and Waukesha Counties is accepting applications for:

Community Relations Specialist (Watertown)

This position will provide assistance to the public as the receptionist. Duties may include, but are not limited to: answering the telephone; welcoming participants and visitors; providing a broad range of program information to the public; registering and distributing basic need products; processing incoming and outgoing mail; processing donations from the donors; as well as clerical tasks.

Past experience for this position includes:
1. At least three years of experience with computers using word processing, data base, spreadsheet or graphic software, such as Microsoft Office Professional.
2. Demonstrated experience with multi-tasking and capacity to manage multiple tasks in a hectic environment while maintaining an organized office setting.
3. Experience with answering multi-line telephone system or switchboard.
4. Demonstrated dependability, initiative, and ability to work with a minimum of supervision as a team with diverse individuals.
5. Ability and willingness to maintain a high degree of confidentiality regarding participants and program information and discretion in working relationships.
6. Ability to convey a professional image to the community.
7. Demonstrated respect for the strengths and capacities of people affected by poverty and an understanding of the causes and conditions of poverty.
8. Ability to communicate with people of diverse cultures and a wide range of income levels with tact and courtesy.
9. Ability to maintain a personal working telephone.

This is a full time position at 40 hours per week. The hours of the position are Monday thru Thursday from 8am to 4:30 pm with a half-hour unpaid lunch. Position is based in Watertown and includes a benefit package including holidays, leave time, insurance plans and a SEP retirement plan. CAC offers a casual, diverse, smoke, latex and fragrance-free work environment.

Call (608) 246-4730 ext 215 or stop by 1717 N. Stoughton Road, Madison, 53704-2605 to receive the complete position description, the salary/benefit listing and the required application form. Résumés alone are not accepted. Information can be accessed at www.cacscw.org.

Application materials are due Friday, February 24, 2012 at the above address.