**Superior Bio-Conservancy Environmental Organization**

**Executive Administrative Assistant, Part Time with Flexible Hours.**

1. Maintain and organize all documents, both physical and electronic. This includes up to date login credentials.
2. Schedule and organize meetings for pending projects.
3. Take notes at all meetings.
4. Provide weekly updates to the President.
5. Answer emails.
6. Assist The President with presentations, PowerPoints, and webinars.
7. Support and manage interns who are doing outreach and social media.
8. Update and expand SBC’s webpage.
   1. Includes new organization actions, ecological resources, all publications, and any other updates required on the webpage.
9. Manage organization bills.
10. Maintain and track the Donor Box portal. Ensure thank you messages are being sent out.
11. Assist the president with fundraising.
12. Send newsletters to SBC’s email contact list regarding organization updates.
13. Generally, assist the president with the projects and actions of the organization.
14. Ideally, be able to work in the office in a northern suburb of Milwaukee, Wisconsin, 4+ hours per week. Remotely, during additional hours, 12-16 per week and be a self-starter.

About: The Superior Bio-Conservancy is a Non-Profit Conservation Organization.

<https://www.superiorbioconservancy.org>

The Mission is to protect and restore the biological integrity and hydrology of the Great Lakes Region and the Laurentian Forest Province throughout Minnesota, Wisconsin, and Michigan.The goal is to restore and support biodiversity, genetic exchange, ecosystem services and evolutionary processes for future generations.

The Conservation plan is to identify 7,000,000 acres of unprotected private forest lands and weave them together to connect the 21,000,000 acres of public land fragments. This would add about 12% of land which would connect the 38% publicly owned, to reach 50% protected. This program would be applying the principles of Conservation Biology.

We also work extensively on Beaver co-existence advocacy and policy in Wisconsin and the Western Great Lakes in collaboration with other environmental groups.

The candidate should ideally have experience, or a working knowledge of ecology, ecosystems, wildlife as well as the technological skills in the job description.

Applications and resumes should be sent to: Robert Boucher, [rboucher@superiorbc.org](mailto:rboucher@superiorbc.org)

When applying please put, “Executive Administrator Position” in the subject line.