Title: Office Assistant

Description: Assist DSAW staff with office administration and related tasks.

Location: DSAW State Office, West Allis WI

Reports to: Marketing & Development Manager

Minimum Qualifications: Basic knowledge of office software (Microsoft Office suite, Google applications). Good verbal and written communication skills. Ability to set boundaries and limits. Ability to work independently. Minimum of 16 years of age.

Essential Functions:

1. Ability to perform administrative tasks such as populating spreadsheets, responding to phone and email inquiries, making copies, conducting research, and more duties as assigned.

2. Ability to set and define boundaries to provide a safe and healthy environment.

3. Act as a positive role model.

4. Consult with staff regarding any issues or concerns.

5. Use person-first language, avoid the “r” word, and be respectful of all people, including those with disabilities.