



Executive Assistant, Director of Finance and Operations

Milwaukee's Urban Ecology Center has captured the attention of leaders in cities across the country. The Center's model of environmental education centered on activating urban public natural areas has led to reduced crime, protected and improved urban natural areas, higher property values and academic achievement for students. Located in vibrant public green spaces, our fast-growing organization serves over 80,000 people of all ages annually. Our innovative team of cutting-edge non-profit professionals works in a creative, high-energy open office in a state-of-the-art green facility. Awarded the national Alfred P Sloan "When Work Works" recognition and a 2009 Top Workplace by the Milwaukee Business Journal, the Urban Ecology Center is a leader in workplace flexibility. The Urban Ecology Center's facility and programs have been recognized nationally and internationally for their innovative approach to sustainability, neighborhood-based urban environmental education and citizen science.

The primary responsibilities of this part-time position (20 hours per week) are to support the Center's administrative functions, assist with routine and special finance and operations projects, and help enter and maintain data. Previous finance and/or accounting experience (2+ years) is required. Experience with Excel and QuickBooks or similar software is preferred. This position reports to The Director of Finance and Operations and will work as part of the Operations team.

The Center provides its part-time employees with Center membership, a paid time off benefit, opportunity to enroll in a retirement fund, and an eco-buck incentive program.

How to Apply:

Please visit www.urbanecologycenter.org/jobs.html for application information. To apply online, be prepared to attach: 1) a letter of interest, 2) a resume, 3) an application form, and 4) 3-5 professional references. The application materials can be sent to Nancy Spransy (nspransy@UrbanEcologyCenter.org). If you have questions contact Judy Krause (jkrause@urbanecologycenter.org). Applications will be accepted until February 15, 2012.

The Urban Ecology Center serves a socially and culturally diverse audience. We strive to build a team of employees with similar richness in culture and experience.

The Urban Ecology Center is an Equal Opportunity Employer. It is our policy to make all personnel decisions without discriminating on the basis of race, color, creed, religion, sex, physical disability, mental disability, age, marital status, sexual orientation, citizenship status, national or ethnic origin and any other protected status.