

Peace Action of Wisconsin Job Position Available

Office Manager

About Peace Action of Wisconsin:

Peace Action of Wisconsin's Mission Statement

A grassroots peace and justice community organization, Peace Action of Wisconsin is committed to:

- Abolish war and nuclear weapons and nuclear power.
- End military intervention.
- Transfer military spending to programs that meet human needs.

We also collaborate with other organizations to:

- Protect the environment.
- Oppose racism, gender discrimination and the exploitation of workers.
- Respect and support First Nations.

We are committed to non-violence as a way of life and the way to a peaceful world.

Position Overview:

Office Manager: This position includes maintaining the smooth running of the office, maintaining finances, helping to create an annual budget, ensuring all organizational reports are submitted to State and Federal agencies, keeping organizational files in order, entering donation data, aiding in the mailing of the bi-monthly newsletter, coordinate special fundraising mailings, and perform other duties as needed for the organization. The office manager will receive oversight from and report to the Steering Committee. This position would average 10 hours per week but can be variable based on the needs of the organization and pays \$22 per hour. There is a 3-month probationary period with this position.

Key Responsibilities:

- 1) **Finances:** Pick up and process mail, enter donation information into the Nation Builder program, make bank deposits, balance bank accounts, generate finance reports for the Steering Committee, receive cash donations from special events and deposit them, pay rent and other bills.
- 2) **Payroll:** Maintain payroll for all paid staff, working with Steering Committee members for oversight.
- 3) **Organizational Reporting:** File reports and pay annual fees for State and Federal agencies to comply with non-profit requirements. Ensure 990's are done by an outside accounting firm if not able to do within organization.

- 4) Purchasing: Responsible for purchasing office supplies, special event and meeting supplies as needed by request of Program Director and Organizer, being mindful of costs. Purchase items for tabling sales.
- 5) Mailings: Organize bulk mailings of the Peace Action of Wisconsin's *Mobilizer* and other occasional mailings, working with Clark Graphics and bulk mail vendors.
- 6) Communicate: Maintain regular communications with the Steering Committee, Program Director/Organizer and check general email.
- 7) Steering Committee: Communicate with the Steering Committee and attend monthly meetings, either via zoom or in person.
- 8) Support Staff: Work with Program Director/Organizer to ensure flyers and posters are printed and distributed and help with other needs of the organization.

Qualifications:

Organizational Skills:

Ability to manage multiple tasks at once, with attention to detail and comply with organizational deadlines.

Communication Skills:

Ability to compose clear and concise emails and reports for the Steering Committee and to interact with Kingo Church staff and Peace Action of Wisconsin volunteers.

Technologically Proficient:

Comfortable and proficient with Microsoft Office, QuickBooks Finance program, Gusto Payroll program and Nation Builder.

Flexible Schedule:

This part-time position offers flexible hours.

Applications are due by October 15, 2026.

To apply, please email the following to: PeaceActionOfWisconsin@gmail.com

- 1) Cover letter
- 2) Resume
- 3) References (minimum 3)

or mail to:

Peace Action of Wisconsin
PO Box 11126
Milwaukee, WI 53211