



Now Hiring!

Office & Administrative Support

We are hiring a part-time to full-time Office and Administrative Support for our office in Viroqua, Wisconsin. We seek a team member with attention to detail, who is eager to serve, supportive of the mission of The Prairie Enthusiasts, and dedicated to growing with us. The pay range for this position is \$23-\$29 per hour depending on qualifications, plus benefits.

KEY ACCOUNTABILITIES

- Email and mail processing
- Administrative processes and procedure
- Records management
- Bookkeeping support

SKILLS & QUALIFICATIONS

- Good communication and organizational skills.
- Ability to work on a team.
- Able to prioritize and meet deadlines.
- Comfortable asking questions and learning new systems.
- Proficient using Microsoft Word, Excel and Outlook.
- High school diploma or equivalent, 2-4 year degree preferred.
- Reliable transportation and ability to work from our office in Viroqua, Wisconsin.

PHYSICAL DEMANDS

These demands must be met to successfully perform the essential functions of this job: The employee will be frequently required to stand/sit; talk/hear; walk; use hands/fingers to handle or feel; occasional reaching with hands and arms. Reasonable accommodation may be made for those with disabilities to perform these functions.

ABOUT US

For thousands of years, the Upper Midwest was abundant with prairies and oak savannas that evolved to depend on fires, most of which were ignited by Indigenous Peoples. With the arrival of Europeans, this once vast landscape was almost entirely lost to the plow, lack of fire, introduction of

nonnative species and development pressures. Today, only a tiny fraction remains. Threats to biodiversity globally have made these imperiled places, with the rare plants and wildlife they sustain, even more vital for our future. Yet few prairie remnants have been protected, and more continue to slip away.

The Prairie Enthusiasts seek out, protect and restore fire-dependent ecosystems across the Upper Midwest. We celebrate their beauty and complexity and actively steward them by returning fire to the land. Our regional chapters are reconstructing the prairie and contributing to landscape-scale conservation by working with landowners and collaborating with partners. We are a grassroots community of learners, sharing insights, practices and inspiration.

CORE VALUES

Our core values define our culture. We hire, fire, review, reward and recognize employees based on these values:

Reverence for the Land

All that we are, and everything we do is deeply rooted in our love and respect for the Land – the communities of soils, water, plants, animals, and other living things, of which we are all a part.

Long View

The origins of the land are ancient. We are stewards of the present – the legacy entrusted to our care. Our actions will shape what is possible for future generations.

Working Together

We are responsible for caring for the land. Everyone has a unique ability to contribute. By working together, we form bonds that make our community stronger than ourselves.

Sharing Knowledge

We honor wisdom and experience, science, and the arts. We are seekers and teachers, sharing what we have learned and encouraging others to build on it.

HOW TO APPLY

Send your cover letter and resume to Becky Bradish, Operations Manager, at BBradish@ThePrairieEnthusiasts.org. In your cover letter, tell us why you are interested in working with The Prairie Enthusiasts and how your experience has prepared you for this role.

The Prairie Enthusiasts is an Equal Opportunity Employer