



Position Available: Administrative Assistant

HISTORIC THIRD WARD ASSOCIATION, INC.

The Historic Third Ward Association (HTWA) acts as a catalyst to develop the District as an innovative, livable and exciting mixed use neighborhood while preserving its historic and creative character. The HTWA also contracts to run the day-to-day operations of the City of Milwaukee Business Improvement District No. 2 (BID) which owns and operates two parking structures and maintains the streetscaping of the neighborhood and the Riverwalk.

POSITION DESCRIPTION

Working closely with the Executive Director, the Administrative Assistant is responsible for the management of the HTWA office. The Administrative Assistant also supports the HTWA marketing, events, membership, social media, special projects, and other duties, as assigned.

Specifically, the Administrative Assistant:

Customer Service / Office Management	Greet visitors and maintain a professional office atmosphere. Answer and direct phone calls and emails. Oversee office equipment, order office supplies.
Social Media	Maintain and increase social media presence. Create and schedule posts, interact with fans.
Membership	Create and run annual membership drive. Process membership applications and maintain database of business tenants, residents, and property owners.
Board Support	Maintain board member lists for the Historic Third Ward Association (HTWA), Business Improvement District No. 2 (BID), and Architectural Review Board (ARB). Responsible for meeting preparation, hospitality, taking minutes.
Marketing, Events, Communication	Send out monthly email newsletter as well as any city notices. Maintain and update email lists. Assist with events including, but not limited to, annual Third Ward Art Festival, Christmas in the Ward, Gallery Night and Day, and other HTWA special events.
Qualifications	Candidates should have two or more years experience in customer service and/or office management. Self-starter. Ability to work independently.
Salary	Commensurate with experience. Full-time, Non-Exempt, Hourly Position with Benefits
Start Date	Immediate.

Interested individuals should submit (email preferred) a cover letter with resume to:

Hiring Manager
Historic Third Ward Association
219 N. Milwaukee St. 3rd Floor
Milwaukee, WI 53202
office@historicthirdward.org

The Historic Third Ward Association is an equal opportunity employer.