



YOUR GROWTH. OUR PASSION.

SEEKING

Full-Time Executive Assistant
...who weaves “wow” into everyday!

OPPORTUNITY

Interested in focusing your career on “what matters?” Motivated to *literally* see the impact your contributions are making in Wisconsin? Does our passion for fueling growth and prosperous lives, including yours, intrigue you? Then we invite you to consider joining our team of top professionals recognized by peers statewide as driving economic growth through an unparalleled ability to get deals done, on-time and with win-win results.

EDWC is a team of advocates and experts...who became a part of our company and our growth project. We started the process with a national CPA firm, but if I could do it all over, I would have thrown them out a lot sooner, knowing how instrumental EDWC was in getting the results we wanted.
--George Lehnerer, CFO, JW Speaker

WHY US

Simply put. Our work makes a difference. We transform the complex into sound decisions for accelerated business growth and performance. Whether helping us provide expert consulting, assemble a deal or make a loan, you will interact with C-suite executives motivated to realize specific growth opportunity in Washington County. These projects create enormous impacts that matter to the futures of families across our communities and Southeast Wisconsin (perhaps even yours):

- \$290,000,000 in new investment into our area economy
- Over 2,000 new direct and indirect jobs
- \$146 million in new annual wages
- Average annual wage per job of \$66,000

YOUR “TYPICAL” WEEK

While no two days are the same, you will become part of a high-performing team that consistently applies its unique process for converting opportunities into results that our customers value. Here’s a sample week depicting key responsibilities of this position:

Day 1: Came out of a weekly pulse meeting to support the executive director in prioritizing and addressing resulting multiple high-potential customer and internal project demands.

Day 2: Used check-lists EDWC created to administer loan portfolios under our management, securing and compiling required borrower information into curated electronic loan files; prepared documentation to close a loan; and, oh, discovered a better process for getting the job done, got it approved and set up a workflow on our cloud-based file system Box.

Day 3: Leveraged a Customer Resource Management (CRM) system to track project leads streaming in through engagement on our website. Scheduled prospect meetings with leads that scored as a high priority and pulled analytics to report out how well we’ve converted leads into real prospects.

Day 4: Prepared and assembled materials for various consulting engagements. Success! The customer reported they appreciated the relaxed way you handled their shifting project needs, changing the online research you were conducting for them as a result. Reliably got the data to EDWC’s project lead at the speed of business so they could transform it into actionable intelligence for advancing the customer’s goals.



Day 5: Wow, it's already time for our quarterly meeting of the Board of Directors. You consulted with the Executive Director and Board President to prepare the meeting packet, compiled meeting minutes, gathered performance data and pulled everything into a "scorecard" template you created.

YOU ARE GOOD AT

- **Technology** – leveraging to advantage Microsoft 365, cloud file systems, and various web-based applications; turning to Google or other resources to figure out how to make the software do something new for you
- **Communication** – listening for what matters, regularly communicating ideas in ways others hear, writing clearly and succinctly, keeping confidentiality
- **Managing Simultaneous Demands** – calmly sorting through ambiguity to the relevant, setting priorities, collaboratively solving problems, and being accountable
- **Process Improvement** – figuring out ways to get real work done; creating practical, streamlined and repeatable workflows for driving consistent outcomes

HOW TO APPLY:

- Email a cover letter and resume in PDF format to careers@edwc.org with the subject line "Executive Assistant Opportunity"
- Deadline for submissions is January 9, 2019, at 7:00 a.m.
- Detailed position description available upon request via email above.
- Learn about us at our website www.edwc.org
- Questions? Glad to help. Reach out to Christian Tscheschlok, Executive Director, at 262-335-5769 or at the email address above.
- Selection process (for invited candidates) will additionally include a writing sample, online survey, interviews and background check.

THIS DESCRIBES YOU TOO

- Bachelor's degree or an associate degree and / or equivalent combination of training and experience (minimum 2 – 4 years) in a field supportive of the responsibilities of this position
- Others see you as the "rock" for the team; glad to be in one place doing good, impactful work
- Feel truly accomplished when you've made a positive difference for someone inside the organization or for a customer whose experience was made special as a result
- Familiarity with and / or connections in Washington County (not essential but a plus)

WE DO PAY AND BENEFITS DIFFERENTLY



PAY

We start market competitive, add a premium for experience and offer a performance-based bonus opportunity.



HEALTH & WELLNESS

Medical, dental and vision are only a start. We match your HSA saving (max applies) and offer a wellness reward program.



INVEST IN YOUR FUTURE

Securing your future matters to us too; so, we've set up a SIMPLE IRA for you and match contributions up to 3%.



PAID R&R

Take control over how you recharge with 3-weeks PAID time off to start (more w/ experience) and generous paid holidays.



GROWING CAREERS

You'll always have the feedback you require for career health plus we pay for training you need to succeed with us.



HELP WITH WHAT MATTERS

From family time off to flexible "in hours" to volunteering, we work with you in meeting personal and family goals.

HOME BASE

We are located on the West Bend campus of Moraine Park Technical College, which offers large-company amenities (including on-site food service & bike trail access to downtown) in a small business atmosphere. We are less than 5 minutes from a dynamic community center, boasting of new housing options, restaurants, pubs, cafés, state recreation trail and the Museum of Wisconsin Art. You can really live where you work.