

## **Morris Pratt Institute**

11811 Watertown Plank Road, Milwaukee, WI 53226-3342

[414-774-2994](tel:414-774-2994) [info@morrispratt.org](mailto:info@morrispratt.org)

**JOB TITLE:** Office Coordinator  
**JOB TYPE:** Part Time 9am to - 2pm Mon thru Fri  
**SALARY:** \$20 hourly – 90-day probation period  
**LOCATION:** 11811 Watertown Plank Road, West Allis, Wisconsin

Morris Pratt Institute provides courses for those seeking knowledge on the Religion, Science and Philosophy of Modern American Spiritualism. The educational goals of the Morris Pratt Institute provide an opportunity for individuals to advance or further their Spiritualist education and understanding. Our courses, programs and trainings are offered by credentialed and highly trained individuals in the field of Modern American Spiritualism.

We are seeking an Office Coordinator to manage and coordinate various office related activities and duties vital to the Morris Pratt Institute's daily operations.

The ideal candidate has excellent communication skills, can work independently, and can manage a multitude of in and outside of the office tasks. They will report to and work with the Office Manager, MPI Education Director and Board members.

The goal is to ensure that office operations are efficient and add maximum value to the organization. They will be creative, able to think "outside" the box.

### **Responsibilities:**

- \*Follow office workflow procedures to ensure maximum efficiency.
- \*Maintain building cleanliness.
- \*Maintain files and records with effective filing systems.
- \*Support others with various administrative tasks (redirecting calls, disseminating correspondence, scheduling meetings, coordinating events, community outreach engagements, etc.).
- \*Greet and assist visitors when they arrive at the office.
- \*Monitor office expenditures and handle all office contracts (rent, service etc.).
- \*Perform basic bookkeeping activities and update the accounting system Deal with customer complaints or issues.
- \*Monitor office supplies inventory and place orders. Assist in vendor relationship management.
- \*Connect and build relationships in the community.
- \*Mange the social media, and work with IT and website manager for any needed updates and changes.

### **Education:**

- \*High School Diploma or Equivalent.

### **Experience:**

- \*At Least 1-year administrative experience.

### **Requirements and skills:**

- \*Proven experience as office coordinator or in a similar role.
- \*Experience in customer service.
- \*Knowledge of basic bookkeeping principles and office management systems and procedures.
- \*Outstanding knowledge of MS Office, Quick Books, "back-office" and accounting software.
- \*Working knowledge of office equipment.

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\*Excellent communication and interpersonal skills. Organized with the ability to prioritize and multi-task.

\*Reliable with patience and professionalism.

\*Ability to be creative and think outside of the "box" solutions.

\*Knowledge of basic accounting time management.

\*Knowledge of basic software and computer skills.

\*Must be able to lift 25 pounds.

**If interested in applying please contact Charvonne Carlson, NST, CM, CH at [charvonne@nsac.org](mailto:charvonne@nsac.org).**