



Now Hiring Headquarters Staff!

Position Title:	Administrative Coordinator
Position Type:	Part-time, hourly, in-person (10-12 hours per week)
Location:	La Crosse, WI
Rate:	\$16/hour
Benefits:	Excellent work environment, opportunity for advancement, not eligible for health, dental, or paid time off
To Apply:	Email cover letter & résumé to Kristy Brown at kristy.brown@centralconservation.org by March 15, 2026

About Central Conservation:

Central Conservation, Inc. is a 501(c)(3) non-profit conservation organization headquartered in La Crosse, Wisconsin that engages youth and young adults in two areas: conservation projects through [WisCorps](#) and nature education through [The Nature Place](#).

Position Overview:

The Administrative Coordinator reports to the Administrative Manager and assists with accounting support functions including preparing bills for payment, deposits, filing, and data entry into the bookkeeping system (QuickBooks). The Administrative Coordinator will work closely with the Administrative Manager to ensure that all AP/AR information is up-to-date and income/expenses are coded correctly. The Administrative Coordinator will also be responsible for general office management duties including reception, making copies, and assisting with other duties/projects as needed.

Our Commitment to Justice, Equity, Diversity, and Inclusion:

We expect members of our staff to be leaders in justice, equity, diversity, and inclusion leaders within the organization and in our community. Staff is expected to continually create and support a culture of justice, equity, diversity, and inclusion in all Central Conservation programs.

Administrative Coordinator Responsibilities:

- Assist with accounting support functions including, bill paying, filing, and data entry into the bookkeeping system
- Work closely with the Administrative Manager to ensure that all AP/AR information is up-to-date, income/expenses are coded correctly
- Handle money responsibly and accurately track deposits
- Provide information to staff and program participants by answering questions and requests
- Coordinate work flow and reprioritize tasks as needed
- Meet regularly with the Administrative Director and Administrative Department team members to discuss any problems, successes, potential issues, updates
- Remain drug free and refrain from use of alcohol while on duty
- Perform other duties as needed including: maintaining a clean and organized office space, recording meeting minutes, running errands, and office-related projects

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer
- Must be able to lift 15 pounds at times
- Must be able to access and navigate each department at the organization's facilities

Administrative Coordinator Qualifications:

- Excellent computer proficiency
- Meticulous attention to detail
- Ability to solve problems and think creatively when faced with obstacles
- Efficient time manager and able to set and meet deadlines
- Able to maintain confidentiality of information
- Highly organized and able to reprioritize tasks as needed
- Flexibility
- Able to carry out tasks with minimal supervision
- Eagerness to take initiative and continually improve
- Demonstrated ability to effectively navigate an office environment
- Proficient verbal and written communication skills
- Experience with basic bookkeeping and accounting support functions, a plus
- Experience with QuickBooks or similar accounting software, a plus
- Experience with Microsoft Office Software, including Outlook, Excel, and Word, a plus
- Ready to undergo a criminal background check
- Believes in The Nature Place and WisCorps missions
- Willing to adhere to Central Conservation policies and procedures

Central Conservation, Inc. provides equal employment opportunities without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran per applicable federal, state and local laws. We are committed to assuring equal employment opportunity and equal access to services, programs, and activities for persons with disabilities. If you have a disability and need to access information in an alternative format or need it translated to another language, please contact us by phone at 608-782-2494, by email at staff@wiscorps.org or Wisconsin Relay 711.