Administrative assistant position opening at an independent non-profit organization working to reduce pests and pesticide hazards in schools, communities and agriculture through Integrated Pest Management (IPM).

The IPM Institute of North America, Inc. is a non-profit organization formed in 1998 to accelerate adoption of IPM in agriculture and communities through consumer education and development of IPM standards for self-evaluation and IPM certification. Institute partners have included US EPA, USDA, other nonprofit groups, universities and national retailers.

Current projects include IPM evaluation and certification for schools and pest management professionals, IPM scouting for tree fruit growers, expanding access to USDA IPM programs for farmers and supporting food industry sustainability initiatives. This is an excellent opportunity to interact on a regular basis with IPM professionals, schools, farmers, food industry and officials at federal and state agencies working to support adoption of IPM practices, in an administrative role.

Duties include vendor relations, project budget creation and tracking, account reconciliation, AR/AP duties, payroll support, phone reception and general clerical/administrative support.

Ideal candidate will have demonstrated interest in non-profit work and ability to work independently. Excellent verbal and written communications and proficiency with Microsoft Office applications (particularly Excel) and Intuit QuickBooks required. Candidate should have a mid-level administrative/accounting skill-set and a minimum of 2 years of experience. IT Support or web design skills not required, but a plus. Successful candidate will work collaboratively with staff partners and perform a variety of tasks in support of the institute’s many projects.

Flexible schedule in a casual office, 30-40 hours per week, hourly compensation starting at $13/hour commensurate with skills and experience. This position offers potential for advancement. Available benefits include health and dental insurance, SIMPLE IRA plan and paid time off. Office located in downtown Madison, on bus routes.

This position will remain open until filled. Please send resume, cover letter and references to info@ipminstitute.org.