



**The NECA Chapter of Wisconsin has an opening for an Assistant Chapter Manager in Madison, WI.** This position will act as the right hand to the Chapter Manager and will assist in managing the activities of the Chapter. Interested candidates should submit their resumes to [careers@wisneca.com](mailto:careers@wisneca.com)

Responsibilities:

- Schedule and attend all quarterly Board of Director meetings as well as monthly meetings for eight (8) Divisions of the Chapter that are spread geographically throughout the state.
- Record meeting minutes, prepare agendas & supporting documents for all meetings.
- Prepare, edit, and distribute materials related to negotiations that the organization has with the labor unions that NECA members employ.
- Scheduling all member educational offerings throughout the year.
- Serve as an education liaison to other members by encouraging the use of the various business resources and materials provided by NECA National and the Wisconsin Chapter of NECA.
- Provide oversight to all Employer/Union industry committees that are spread geographically throughout the state.
- Ensure compliance with the Chapter document retention schedule and ensure destruction of sensitive data.
- Manage the maintenance program for all chapter vehicles, buildings & grounds, and office equipment.
- Assist the Chapter Manager and Contractor Members in collective bargaining agreement negotiations statewide. Schedule all meetings and send meeting notifications to all committee members in a timely manner.
- Collaborate with various labor management committees to negotiate all current local agreements statewide. Schedule all meetings and send meeting notifications to all committee members in a timely manner.

Requirements:

- Bachelor's degree preferred; must have exceptional written and verbal communication skills.
- Intermediate or Advanced skills in Microsoft Word, Excel, and PowerPoint.

- General knowledge of business, finance, economics, and accounting.
- Experience working with multiple departments, offices, and points of contact.
- Ability to travel weekly, monthly, quarterly, etc as needed.
- Professional, motivated, and adaptable, a self-starter; ability to make rational decisions expediently.
- Capable of setting priorities when multiple demands are present.
- Ability to function both independently and in a team-oriented collaborative environment.
- Ability to meet deadlines while demonstrating professionalism under pressure.
- Ability to handle and maintain the confidentiality of highly sensitive information.

**Please submit your resume to [careers@wisneca.com](mailto:careers@wisneca.com) for consideration.**