Government Relations Administrative Assistant

The Wisconsin Hospital Association (WHA), a statewide trade association representing the hospitals and health systems of Wisconsin, is seeking an experienced Administrative Assistant in the trade association’s government relations department.

The ideal candidate will have a minimum of three years office experience and, at a minimum, two-years of post-high school education.  Experience in a health care related field and/or government is helpful along with strong communications skills.

The administrative assistant will be primarily responsible for managing the Wisconsin Hospitals Conduit and Political Action Committee software and ensuring contributions and disbursements are accurately processed, recorded and included in any analysis provided to staff.

The administrative assistant must also be able to multi-task schedules, meetings, mailings and databases. Proficiency with the Microsoft Office suite is required and experience creating and designing graphics using the Adobe software suite is preferred.

This position will perform duties indicative of an administrative assistant to the Senior Vice President Government Relations and other senior staff members of WHA.

Wisconsin Hospital Association is an equal opportunity and employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, mental or physical disability unrelated to ability to do the job, or any other characteristic protected by law. WHA offers a competitive salary and a full benefits package.  For immediate consideration, please forward your resume and salary history, in confidence to:

Jenna Hanson, Office Administrator

Wisconsin Hospital Association

P.O. Box 259038

Madison, WI 53725-9038

Email: jenna.hanson@wha.org.