**Wisconsin Council of the Blind & Visually Impaired**

**Planning Coordinator Position Description**

Formed in 1952, the Wisconsin Council of the Blind & Visually Impaired (WCBVI) is a statewide non-profit organization that provides services directly to the blind and visually impaired community, as well as community education, awareness and advocacy programs. WCBVI is seeking to hire a qualified Planning Coordinator*.*

This is a 37.5 hour/week, full-time position based at the Wisconsin Council of the Blind & Visually Impaired, 754 Williamson Street, Madison, WI 53703.

**Primary Responsibilities**

* Manage and coach the work and development of program assistants.
* Facilitate office technical support and maintain office equipment in collaboration with contracted IT services.
* Provide administrative support to the CEO and Council directors (Education & Vision Services, Communications, Fund Development).
* Assist with coordination and implementation of Council events (i.e. Gallery Night, Legislative Day, Open House).
* Collaborate with appropriate staff to ensure completion of publications.
* Manage volunteers through various projects (i.e. Archives, Online Store Spanish Translation).
* Maintain the backside of The Sharper Vision Store online site by updating product images and descriptions, adding and removing products.

**Necessary Skills and Attributes**

* Lead by example, coach to support excellence and collaborate across all levels of the organization.
* Critical thinking, research, and problem-solving skills.
* Effective communications skills and conflict resolution techniques.
* Highly motivated to learn and develop new skills and knowledge.
* Troubleshooting, navigating software and online platforms.

**Preferred Skills and Attributes**

* Well-developed interpersonal skills.
* Effective in planning and organization.

**Work Experience Requirements**

* 2 years of experience in event planning or project management required.
* 2 years of technical support a plus.

The Wisconsin Council of the Blind & Visually Impaired is an equal opportunity employer. People with disabilities, women and people of color are strongly encouraged to apply.

WCBVI offers an attractive benefit package. Pay is commensurate with duties and experience and with similar positions in the nonprofit sector.

**To Apply**

Submit cover letter highlighting pertinent experience, three references, and a resume by Friday, December 9 by midnight. Applications are to be submitted in MS Word and emailed to djess@wcblind.org.