

The Wisconsin Chiefs of Police Association / Wisconsin Police Leadership Foundation is seeking an Executive Assistant to provide administrative support to the Executive Director. Well qualified candidates should have a big-picture perspective with the ability to evaluate and determine the association's needs, be resourceful, and capable of solving problems that arise. Candidates should have excellent interpersonal skills, have the ability to maintain record systems, computer skills, be available to assist at conferences, attend a variety of meetings throughout the year and carry out the duties that enable and encourage the optimum performance of the association and its members.

Salary: \$20,000 - \$25,000 (Part-time hourly employee)

Starting Date; July 1, 2020

Please see position description attached for further details

**Please send letter of interest and resume by 5PM on March 31, 2020 +to:
WPLF President Sean Marschke**

marschkes@sturtevant-wi.gov

WPLF Personnel Committee:

Sean Marschke (WPLF President / WCPA Past President)

Ken Pileggi (WPLF VP / WCPA President)

Pat Mitchell (WPLF Director / WCPA 1st VP)

Steve Roux (WPLF Director / WCPA 2nd VP)

Dean Smith (WPLF Director / WCPA 3rd VP)

Pete Nimmer (WPLF Personnel Committee Member / WCPA Past President)