

ADMINISTRATIVE SUPPORT SPECIALIST

Northwest Regional Planning Commission Spooner, WI

NWRPC seeks an organized, detail-oriented Administrative Support Specialist for a full-time position supporting housing programs, planning, environmental services, and office operations. Duties include assisting residents with housing applications, assisting residents with recycling and household hazardous waste inquiries, scheduling and outreach, maintaining records, preparing documents, coordinating committee meetings, reception, social media, and newsletter and graphic design.

Candidates should have excellent communication and public relations skills, proficiency in Microsoft 365, and the ability to manage multiple priorities. Relevant post-secondary education and experience preferred.

Salary: \$42,000–\$48,000 annually, depending on qualifications and experience.

Comprehensive benefits include a choice of health insurance plans; dental, vision, disability, and life insurance; paid holidays and vacation; and a Wisconsin Retirement System pension with dollar-for-dollar matching of required employee contributions. Additional benefits include a 36-hour summer work week, annual cost-of-living adjustment, and eligibility for an annual performance incentive. A full version of this job description is available on our website at www.nwrpc.com.

Submit a letter of interest, resume, and three references to Mariann Jones at mjones@nwrpc.com or mail to 1400 South River Street, Spooner, WI 54801, by November 13, 2026.



NWRPC is an Equal Opportunity Employer