



Job Description - **Administrative Assistant**

Classification: Regular, non-exempt	Hours Per Week: 40
Wage: \$10.00 / hour	Benefits: Eligible (after waiting period)
Start Date: February 2010	

GENERAL

The Administrative Assistant reports to the Executive Director. This position provides administrative support for the organization, performing administrative, secretarial and receptionist duties. Interacts with Eagle Mount staff, board members, donors, volunteers, participants, family members, and vendors. Assists with Eagle Mount events. Maintains files and electronic records of participants and volunteers. Handles cash, processes incoming donations. Writes, produces and disseminates Eagle Mount bulletins. Operates office equipment, including computers, phones, copiers, fax machine.

RESPONSIBILITIES AND JOB DUTIES

(Duties are illustrative and not inclusive. Individual assignments may vary.)

1. **FOLLOWS BOTH SPECIFIC AND GENERAL DIRECTIVES**
 - a. Works under the supervision of the Executive Director.
 - b. Works closely with the Development Coordinator, Director of Finance and Program Staff.
 - c. Adheres to Eagle Mount policies and procedures.
 - d. Functions as a member of the Eagle Mount team.

2. **PROVIDES ADMINISTRATIVE SUPPORT TO THE EXECUTIVE DIRECTOR**
 - a. Prepares correspondence and reports for the Executive Director as needed.
 - b. Works with the Executive director in support of the Board of Directors.

3. **ENSURES SMOOTH FUNCTIONING OF FRONT DESK OPERATIONS**
 - a. Coordinates office activities and schedules; develops and recommends office procedures and systems.
 - b. Answers the telephone, routes calls, takes messages, and maintains recorded greetings on the telephone system.
 - c. Prepares outgoing mail, opens incoming mail.
 - d. Logs checks, routes fees and donations to Executive Director and Finance Director.
 - e. Maintains Eagle Mount calendar.
 - f. Schedules use of space within the office.
 - g. Schedules the maintenance and use of Eagle Mount vehicles.
 - h. Manages bulk mailings.
 - i. Recruits, trains and supervises volunteers for office work.
 - j. Maintains and orders office supplies.
 - k. Maintains distribution and collections system for keys.
 - l. Maintains email groups and contact lists.

4. PROVIDES SUPPORT FOR PROGRAM DIRECTORS
 - a. Serves as communication link for program staff working off-site.
 - b. Responds to inquiries about program participation and volunteering.
 - c. Produces and disseminates Eagle Mount bulletins.
 - d. Maintains participant and volunteer records in database.
 - e. Trains staff to make efficient use of database system.
 - f. Updates and produces participant and volunteer forms.
 - g. Assures the accuracy of program information on Eagle Mount website.
 - h. Coordinates volunteer appreciation activities.

5. SECRETARIAL
 - a. Prepares professional letters and documents.
 - b. Maintains accurate records.
 - c. Takes minutes at meetings as requested by the Executive Director.
 - d. Provides general assistance for Eagle Mount events.

EMPLOYMENT STANDARDS AND QUALIFICATIONS

1. EDUCATION
 - a. High School Diploma required, some college preferred

2. KNOWLEDGE, SKILLS AND ABILITIES
 - a. Appreciation of Eagle Mount's mission
 - b. Ability to interact positively with a wide variety of people
 - c. Proficiency with Microsoft Office Suite programs, Adobe a plus
 - d. Computer literacy and resourcefulness
 - e. Strong organizational and communication skills
 - f. Supervisory ability with volunteer/temporary office personnel
 - g. Demonstrated skills in records management
 - h. Ability to maintain strict confidentiality of participant and donor information
 - i. Positive attitude, self-motivation
 - j. Ability to multi-task
 - k. Reliability, ability to complete complex tasks in a timely fashion
 - l. Attention to detail
 - m. First Aid and CPR certification
 - n. Valid Driver's License

3. PHYSICAL REQUIREMENTS

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, fax machine and copy machine, and to attend meetings at various sites within and away from Bozeman, MT; strength to lift and carry materials weighing up to 50 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.