POSITION ANNOUNCEMENT

Job Title: Executive Assistant
Supervisor: Executive Director
Compensation: $42,128 to $49,563 (depending on experience); generous benefits include fully paid health & dental insurance, a Simple IRA retirement plan, 24 days of personal leave/year, 17 days of holiday leave/year, 12 days of sick leave/year, and lots of flexibility in work schedules
Classification: Full time; Exempt
Work Location: Helena, Montana

About Wild Montana:
Wild Montana unites and mobilizes communities to keep Montana wild. We believe that public lands contribute to our quality of life and that we do our best work when we have time to enjoy them and live rich, full lives. We’re committed to keeping public lands wild, healthy, and accessible and ensuring that all people are welcome to enjoy and benefit from them. To learn more visit our website at wildmontana.org.

Summary of Position:
The Executive Assistant (EA) is responsible for daily administrative duties in support of Wild Montana’s main office in Helena, MT. The EA serves as the assistant to the Executive Director and leadership team and supports board of director functions for both Wild Montana and Wild Montana Action Fund (wildmontanaaction.org).

This position manages inventoried merchandise, performs administrative tasks such as word processing, filing, mail preparation, and maintains office supplies. The EA is involved in the planning and implementation of a wide variety of projects, events, and meetings for Wild Montana.

Major Duties and Responsibilities:
Executive Support
• Meets with the Executive Director on a regular basis to prioritize tasks and duties
• Responsible for meeting and project management including calendar management, preparing agendas, taking notes, and distributing action items
• Provides direction and prioritization for the screening of the Executive Director’s voicemail, email, and appointments using expert judgment and discretion
• Reviews, summarize, and edits reports and documents; prepares background documents and correspondence as necessary
• Provides administrative support for travel coordination, expense reports, meetings, and presentations
• Works closely with the Executive Director to manage multiple complex projects
• Communicates on behalf of the Executive Director both internally and externally
• Organizes and manages the logistics of staff meetings and retreats
• Provides administrative support to the leadership team as needed

Office Management
• Manages incoming organizational communications, including telephone, email, and mail
• Performs copy making, filing, mailing, information gathering, materials organization, and other tasks as needed
• Orders, receives, stores, sells and distributes Wild Montana merchandise
• Orders, receives, stores, and maintains appropriate levels of office supplies and other materials
• Coordinates office recycling and manages postage meter

Board Support
• Prepares online board information packets and distributes materials to board members
• Records board meetings, distributes meeting minutes and maintains board files
• Participates on board committees as assigned
• Organizes and manages the logistics of board meetings and retreats

QUALIFICATIONS:

Note: These qualifications and requirements are guidelines, not hard and fast rules, so if you have 75% of the requirements listed we encourage you to apply. Applying gives you the opportunity to be considered.
• Experience as an executive assistant or related field
• Strong written and verbal communication skills
• Detail-oriented, ability to maintain confidentiality and professionalism
• EA will regularly work with confidential information, using discretion
regarding financial information and human resources is a must
● Strong technology background and ability to learn and manage organizational software
● Ability to work independently and develop and monitor projects from beginning to end, with a demonstrated ability to meet deadlines
● Familiarity with and commitment to public land protection in Montana
● Commitment to diversity, equity, inclusion, and justice

REQUIREMENTS:
● Ability and willingness to travel when needed
● Ability and willingness to work occasional nights and weekends
● Valid United States driver’s license

Hiring Timeline
Applications will be accepted through April 15, 2022, or until the position is filled. Interviews will be held in April with the goal of job placement in May 2022.

How to apply
Please send a resume and cover letter to Wild Montana’s Operations Director, Laura Parr, at lparr@wildmontana.org. Please include “executive assistant” in the subject line of the email. Cover letters should describe pertinent professional and personal experiences, including volunteer work which translates to the responsibilities of this position.

Wild Montana is an equal opportunity employer committed to diversity, equity, inclusion, and justice. We work to ensure against discrimination in employment, recruitment, compensation, promotions, and other conditions of employment against any employee or job applicant based on identity, including but not limited to: race, ethnicity, sexual orientation, gender, gender identity, genetic information, parental status, marital status, national origin, age, pregnancy, religion, disability and/or veteran’s status. Applicants of all identities are encouraged to apply.