Administrative Assistant
Position Description

Position Overview:
Eagle Mount Bozeman is a non-profit that provides adaptive recreation for people with disabilities and camps for children with cancer. The **Administrative Assistant** reports to the Director of Finance and provides support for the organization, performing a wide range of essential detail-oriented tasks. The **Administrative Assistant** is the first contact with the organization for the general public. This is a full-time, year-round position.

General Responsibilities:
- Adhere to all Eagle Mount policies, procedures, and guidelines; maintain confidentiality of all participants.
- Represent Eagle Mount in a professional and courteous manner.
- Support and advocate for the organization and its affiliated programs and partners.
- Maintain healthy relationships with Eagle Mount community including participants, volunteers, and staff.
- Attend required meetings and staff training events.
- Exhibit patience, respect for others, appropriate stress management, and a desire to learn and grow.

Front Desk/Reception Responsibilities:
- Maintains a professional and welcoming office environment during Eagle Mount business hours (currently 9-5, M-F).
- Answers the telephone, routes calls, takes messages, and maintains recorded greetings on the telephone system.
- Prepares outgoing mail; opens and processes incoming mail.
- Coordinates office activities and schedules; facilitates weekly staff updates.
- Maintains and orders office supplies.

General Administrative Support:
- Provides support to the management team as required, including support for: hiring efforts, A/P and A/R, participant fees, filing, data entry, phone calls, support for meetings, etc.
- Maintains general knowledge of database and forms systems and processes, and assists with data entry processes.
- Maintains Eagle Mount calendar, room reservations, and schedules the use of space within the office.
- Provides general assistance for Eagle Mount events (evening or weekend hours about 5 times per year).
- Proactively identifies opportunities to contribute and assists the team with additional projects when primary responsibilities are complete.

While this position description describes the general nature and level of work being performed by people assigned to this position, it is not an exhaustive list of all responsibilities, duties, and skills required. All Eagle Mount employees may be required to perform duties outside of their normal responsibilities.

Minimum Qualifications:
- Appreciation of Eagle Mount's mission.
- Experience in an administrative or office environment, or a combination of customer service and education.
- Knowledge of standard office procedures, equipment use, etc.
- Computer literacy and proficiency with Microsoft Office Suite; database or applicable software experience a plus
- Ability to interact positively with a wide variety of people, with patience and respect for all.
- Strong organizational and communication skills.
- Reliability and attention to detail in a busy and distracting setting.

Preferred Qualifications
- Experience with nonprofit administration; experience with database or accounting software.
- Experience with adaptive recreation or disability services, whether personal or professional.
- First Aid and CPR certification (can be obtained after hire).
- Interest in opportunities for growth such as learning about HR functions, A/P and A/R procedures, QuickBooks, fundraising and event management, operations management, and more.