



Job Description – Executive Assistant

Classification: Regular, non-exempt	Hours Per Week: 40
Wage: DOE	Benefits: Eligible (after waiting period)
Start Date: April 2019	

GENERAL

The Executive Assistant reports to the Executive Director. This position provides support for the organization, performing a wide range of essential detail-oriented tasks. The Executive Assistant is the first contact with the organization for the general public. Primary responsibilities include maintaining accurate records of participants, volunteers, and donors; managing the Executive Director’s schedule; editing the newsletter and grant documents; and managing donor correspondence. Other common responsibilities include assisting with Eagle Mount events, creating program publications and forms, and operating office equipment, including computers, phones, copier, printers, etc.

RESPONSIBILITIES AND JOB DUTIES

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

1. **FOLLOWS BOTH SPECIFIC AND GENERAL POLICIES AND DIRECTIVES**
 - a. Upholds Eagle Mount’s mission and advocates for its purposes and programs.
 - b. Adheres to Eagle Mount policies and procedures.
 - c. Works under the supervision of the Executive Director.
 - d. Works closely with the Director of Development, Director of Finance, and Program Staff.
 - e. Maintains healthy and professional relationships with participants, volunteers, strategic partners, donors, community members, staff, and others whose good will is essential to Eagle Mount’s ability to fulfill its mission.
 - f. Functions as a member of the Eagle Mount team.

2. **PROVIDES ADMINISTRATIVE SUPPORT TO THE EXECUTIVE DIRECTOR**
 - a. Prepares and/or edits correspondence and reports for the Executive Director.
 - b. Works with the Executive Director in support of the Board of Directors.
 - c. Managing the Executive Director’s schedule.

3. **ENSURES SMOOTH FUNCTIONING OF FRONT DESK OPERATIONS**
 - a. Encourages and maintains a professional office environment.
 - b. Coordinates office activities and schedules; develops and recommends office procedures and systems.
 - c. Answers the telephone, routes calls, takes messages, and maintains recorded greetings on the telephone system.
 - d. Prepares outgoing mail, opens and logs incoming mail.
 - e. Maintains Eagle Mount calendar and schedules use of space within the office.
 - f. Manages bulk mailings.
 - g. Recruits, trains and supervises volunteers for office work.
 - h. Maintains and orders office supplies.

- i. 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 informational bulletins and forms.
 - d. Maintains participant and volunteer records in database.
 - e. Trains and supports staff to make efficient use of database system.
 - f. Updates and produces participant and volunteer forms.
 - g. Assists with program information on Eagle Mount website.
 - h. Coordinates volunteer appreciation activities.
 5. SECRETARIAL
 - a. Prepares professional, correct, and accurate letters and documents.
 - b. Generates donor acknowledgment letters.
 - c. Maintains accurate records, including database records.
 - d. Takes minutes at meetings as requested by the Executive Director.
 - e. Provides general assistance for Eagle Mount events.

EMPLOYMENT STANDARDS AND QUALIFICATIONS

1. EDUCATION AND EXPERIENCE
 - a. High School Diploma required, some college preferred
 - b. Experience in an administrative or office environment
2. KNOWLEDGE, SKILLS AND ABILITIES
 - a. Appreciation of Eagle Mount's mission
 - b. Ability to interact positively with a wide variety of people
 - c. Knowledge of standard office or nonprofit procedures
 - d. Proficiency with Microsoft Office Suite programs, Adobe Suites a plus; computer literacy and familiarity with database systems
 - 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. Patience, respect for all, a desire to learn more, and ability to handle busy situations effectively
 - k. Ability to multi-task
 - l. Reliability, ability to complete complex tasks in a timely fashion
 - m. Attention to detail
 - n. First Aid and CPR certification (can be obtained after hire)
 - o. 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; ability to lift and carry materials on occasion; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.