



Job Description: Administrative Assistant

JOB SUMMARY: This position oversees office and organizational systems and daily clerical functions of Empower MT Missoula; assists with trainings, financial management, marketing and communications, and project support and administration. This position reports to the Director of Operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following statements are intended to describe the general nature and level of work being performed by an employee assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities and duties.

Organizational Support

- Coordinates organizational file retention
- Maintains office supply inventory and orders as necessary or requested
- Monitors technology issues; contacts technician as needed to repair or troubleshoot
- Assists in maintaining electronic training calendar schedule
- Monitors appearance and organization of office and cleaning schedule
- Collaborates with staff to assist with Empowerment Team Development, event planning (donor events, Leadership Luncheon, Diversity Day, etc.); supports staff with special projects as needed
- Assists in documentation of organizational information and systems and makes available to staff
- Collaborates with staff to manage data and evaluation systems including
 - Entering sign in sheet info into database
 - Entering training intake forms into database and generating database event
 - Generating training proposal / contracts from templates and training invoices
 - Entering training evaluation and participation data
- Tracks annual expenses changes (ex. Postage costs, mileage reimbursement rates)

Communications and Outreach

- Greets visitors to the office and assists them as necessary
- Answers phone and routes calls accordingly
- Monitors general Empower MT email and responds to or routes emails accordingly
- Provides organization and program information to general public inquiries
- Opens and dispenses incoming mail and routes accordingly
- Takes and distributes weekly staff meeting minutes
- Collaborates with staff on creating and updating website and social media content

Fiscal Management

- Assists in financial management and bookkeeping, including:
 - Preparing weekly folder for bookkeeper
 - Income and expense files and documentation
 - Invoicing
 - Preparing donation receipts
 - Donor correspondence
 - Fundraising activities
 - FY budgeting support

Administration / General

- Works as a team player within Empower MT.
- Monitors Empower MT systems to maximize efficiency and minimize waste; generates ideas for improvement.
- Attends staff, supervision, committee and board meetings as required
- Ensures all Empower MT regulations and policies are upheld.
- Alerts Executive Director and others as appropriate, to areas of concern.
- Represents and advocates for Empower MT in the community.
- In general, demonstrates energy and enthusiasm for her/his work.
- Performs other job-related duties as assigned.
- Acts as information source for Empower MT programs to the public; displays a neat appearance and conducts self in a professional manner.
- Be a Senior Trainer or actively developing skills to become a Senior Trainer; will lead workshops as time allows.

QUALIFICATIONS AND EXPERIENCE:

- High school diploma or GED required.
- Bachelors or Associate preferred.
- At-least one year experience working in an office setting.
- Excellent oral and written communication skills.
- Experience in database, spreadsheet, desktop publishing and word processing programs required.
- Current driver's license, acceptable driving record and proof of automobile insurance in compliance with Montana state law.
- Must pass a background check designed to protect the interests children served by the Empower MT programs.
- Completed an Empower MT Training of Trainers, or willingness to become trained.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to maintain confidential information.
- Ability to respond appropriately to crisis situations.
- Strong working knowledge of computer hardware and software.
- Ability to perform general office duties and operate office machines.
- Ability to use a computer to perform word processing, create spreadsheets, manage and navigate online tasks (ie: Word, Excel, Access, Outlook, etc.)
- Ability to be assertive and apply conflict management techniques.
- Ability to work cooperatively and effectively with other staff, agencies, and professionals in the community.
- Ability to communicate effectively with a variety of individuals, including clients, peers and supervisors.
- Willingness to take responsibility for their part in communication breakdowns and to work toward resolution of resulting problems.
- Good work habits, including punctuality and ability to organize and manage time and information.
- Ability to interact with people in a pleasant and respectful manner, even under stressful conditions.
- Ability to treat all people with dignity and respect.
- Ability to accept, act on and offer constructive criticism.
- Ability to pay close attention to detail.
- Ability to understand and work with complex situations.

- Strong written, verbal, multi-tasking and organizational skills.

JOB RELATIONSHIPS:

- Directly accountable to the Executive Director and Operations Director
- Works closely and frequently with staff for various events and projects
- Has daily contact with other employees and volunteers.
- Has frequent contact with Empower MT donors, personnel from other agencies and businesses, Empower MT clients and the general public.

LEVEL OF INDEPENDENT DISCRETION, CONSEQUENCE OF ACTIONS: This person, within the parameters of Empower MT policies and procedures, exercises a high level of independence in decision making. Significant errors in judgment may endanger the health and safety of the clients and/or staff and may cause serious financial and/or legal repercussions for Empower MT.

SPECIAL CONDITIONS: May be required to alter scheduled hours or days off as necessary. Some out-of-town travel possible depending on needs of the organization. Ability to sit for extended periods of time, stand, walk, bend and lift up to twenty-five pounds. Exposure to difficult situations and emotionally taxing circumstances may be encountered.

Hours: Part-time, 20 hours/week

Pay and Benefits: \$10 to \$13 an hour. (depending on experience) and paid vacation, sick time & holidays.