



POSITION DESCRIPTION

Glacier National Park Conservancy provides equal employment opportunities and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Job Code Title: Assistant

Working Title: Executive Assistant

Location: Columbia Falls, Montana (Office based)

Department: Administration

Duration: Full Time | Temporary position through Dec 2023, with the possibility of transitioning to a permanent position Jan 2024. The temporary position is not eligible for benefits.

Wage: \$21.50/ hour (equal to an annual salary of \$44,720)

Reports to: Executive Director

Position Overview: The primary role of the Executive Assistant is to provide administrative support to the Executive Director. The position also offers organizational assistance to the staff and Board of Directors. The Executive Assistant serves an important customer relations function for the organization and interacts with the general public, donors, and volunteers, both by phone and in person. This position coordinates many important aspects of GNPC operations that directly support our mission to preserve and protect Glacier National Park for future generations.

Essential Functions (Major Duties or Responsibilities):

EXECUTIVE DIRECTOR SUPPORT - 50%

- Works closely with the Executive Director on a daily basis to arrange scheduling, handle correspondence, track expenses, and organize workflow to ensure smooth and effective executive management
- Coordinates with Glacier National Park staff to schedule meetings and organize events
- Interacts regularly with fellow staff members, board members, donors, and partners to ensure the delivery of quality service in an efficient and professional manner

OFFICE ADMINISTRATION – 20%

- Fulfills reception functions, which include greeting visitors, answering the phone, monitoring the general email account, and processing mail
- Maintains an accurate and up-to-date organizational calendar and directory
- Updates donor records in Raisers Edge database with communication logs, donor research, and general correspondence
- Assists in processing donations as needed
- Ensures the office operates effectively by managing the inventory and purchasing of office equipment and supplies and by coordinating facilities and maintenance work as needed
- Provides technical support by troubleshooting issues and ensuring that staff has the equipment needed to function efficiently. Enlists the assistance of the IT Lead as needed
- Coordinates and implements the Conservancy’s communications tools, such as Zoom phone and audio-visual equipment, to ensure an effective hybrid workplace and meeting experience

BOARD OF DIRECTORS SUPPORT - 15%

- Provides administrative support to the Board of Directors including board meeting organization, development of board meeting packets, and on-site meeting management
- Maintains accurate and updated information on the on-line board portal (Boardpaq), and assigns and tracks follow-up donor thank you calls to major donors

DONOR RELATIONS AND COMMUNITY ENGAGEMENT - 10%

- Serves as the primary point of contact for the general public, which requires fluency in GNPC programs as well as the ability to respond to inquiries in an efficient and professional manner
- Performs research and coordinates with staff to respond to information requests in a timely manner, particularly when matters require assembling information or official clearance
- Supports in-person and virtual Glacier Book Club events by coordinating event details, documenting attendance, and executing follow up tasks

OTHER DUTIES - 5%

- Performs other duties as assigned

Minimum Qualifications (Education and Experience): College degree or comparable qualifications and work experience.

Preferred Skills and Experience:

- Excellent interpersonal communication and customer service skills
- Strong organizational skills
- Ability to prioritize multiple tasks
- Problem solving skills
- Attention to detail, including record management, data entry, and proofreading
- Experience with standard office software and equipment
- Professional communications, including strong spelling, grammar, and formatting
- Facility for online and other types of research
- Passion for the mission of the Conservancy and knowledge of Glacier National Park

Physical and Environmental Demands: This position is scheduled for 40 hours per week (Monday – Friday), and is typical of an office environment.

Special Requirements: Must be able to manage sensitive confidential data in a professional manner and in accordance with strict ethical standards. Must be able to identify complex issues and resolve conflicts in a swift and professional manner ensuring the highest level of service.

Fingerprint check

Background check

Safety Information

Valid driver's license **X**

Other; Describe

OUR VALUES

The Glacier National Park Conservancy has adopted this statement as an expression of our shared values. Our values are the building blocks of our organizational culture, and they guide us in how we approach our work and interact with each other. Reflecting on our Values Statement will be an integral part of performance evaluation conversations.

Commitment

We are united and inspired by a passion for Glacier National Park. We are dedicated to serving Glacier's immediate and long-term needs.

Respect

We lead with kindness and regard for people and place. We celebrate each other's success and approach our work with integrity, care, and an open mind.

Inclusion

We embrace diverse viewpoints, backgrounds, and experiences. We listen and learn with intention to ensure all feel welcomed and valued.

Collaboration

We combine our individual skills and talents to form a dynamic team working toward a shared mission. We prioritize cooperating across departments and with our partners to increase impact.