



Job Announcement

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.

Title: Executive Assistant

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:

Executive Director Support

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.

Office Administration

Fulfills reception functions, which include greeting visitors, answering the phone, monitoring the general email account, and processing mail.

Board of Directors Support

Provides administrative support to the Board of Directors including board meeting organization, development of board meeting packets, and on-site meeting management.

Donor Relations and Community Engagement

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.



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Minimum Qualifications (Education and Experience):

College degree or comparable qualifications and work experience

Preferred Experience and Skills:

- 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

Compensation:

The wage for the Executive Assistant position is \$21.50 / hour. This is a full time, temporary position through Dec 2023, with the possibility of transitioning to a permanent position in Jan 2024. The temporary position is not eligible for benefits.

About Us:

As the official non-profit fundraising partner of Glacier National Park, the Conservancy provides funding for projects and programs that would not be possible without private support. We do this important work with a passionate team of 18 full-time co-workers, 35 seasonal co-workers, 24 volunteer board members, and a strong working relationship with our park partners.

To Apply:

Please email resume and cover letter to Renee Metcalf at renee@glacier.org

Applications will be reviewed starting on September 8.

For a complete position description, Visit glacier.org/about-us/employment/