 *Building Community Together*

**West Yellowstone Foundation**

**P. O. Box 255 420 Yellowstone Avenue West Yellowstone, Montana 59758**

[**wyfoundation@gmail.com**](mailto:wyfoundation@gmail.com) **westyellowstonefoundation.org**

**(406) 646-1152**

**JOB OPENING: ADMINISTRATIVE ASSISTANT**

**West Yellowstone Foundation (WYF) is looking for a permanent, part-time Administrative Assistant up to 15 hours per week.  See Job Description below.  If interested, please submit a cover letter, resume, and our application (**[**www.wyfoundation.com**](http://www.wyfoundation.com) **under “Forms and Applications”) via email (wyfoundation@gmail.com), USPS mail, or drop off at the address above, to the attention of Julie Tesore, Executive Director.**

**Applications will be accepted until the position is filled.**

**WYF is an equal opportunity employer and does not discriminate against any applicant for employment, or any employee, because of age, color, sex, disability, national origin, race, religion, or veteran status.**

**-------------------------------------------------------------------------------------------------------------------------------------------------------------Job Description – Administrative Assistant**

**General Statement of Duties**  
Provides general administrative support to Executive Director in clerical, marketing, fundraising, bus program, and social media tasks.

**Distinguishing Features of the Class**  
This is responsible and detailed work while maintaining the confidentiality of donors. The work is performed under the general direction and supervision of the Foundation’s Executive Director.

Duties/Responsibilities:

**Examples of Essential Work**

* Administrative duties including filing, copying, maintaining database, correspondence, and greeting office guests.
* Prepares accurate and reliable reports containing ridership information and receipt accounting on a weekly, monthly, and quarterly basis.
* Updates WYF website as directed.
* Makes and monitors social media posts as directed and monitors responses.
* Researches potential grants online.
* Assists with preparation of materials for quarterly Board of Directors’ meetings.
* Assists with coordination of communications with scholarship recipients.
* Delivers and picks up documents and mail from bookkeeper, vendors, and post office. and makes bank deposits as requested.
* Helps create, distribute, and post marketing materials to local businesses and other establishments.
* Assists with major fundraising event by wrapping auction items, making labels, maintaining inventory list, and assisting at event as directed.
* Cleans, shovels, sweeps, and organizes bus, garage, and restroom as needed.
* Undertakes special projects as assigned.
* Contributes to the overall staff, board member, and committee efforts.
* Performs related work as required.

Qualifications:

**Required Knowledge, Skills and Abilities**

* Administrative experience.
* Ability to multi-task and work independently.
* Excellent analytical and communication skills.
* Strong time management skills and ability to prioritize workload.
* Proficient computer skills, including Microsoft Word and Excel.
* Organized, punctual, and attentive to detail.
* High sense of integrity and ability to maintain confidentiality.
* Flexible and creative.
* Desire to work as an integral part of a team.
* Interest in issues that the Foundation supports.
* Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
* Ingenuity and inventiveness in the performance of assigned tasks.

**Acceptable Experience and Training**

* High school diploma;
* Any equivalent combination of experience and training which provides the knowledge, skills, and abilities necessary to perform the work.

**Schedule**

* Up to 15 hours per week, Mon-Fri, scheduling flexible.

**Salary/Hourly Rate**

* Starting rate at $13 per hour; performance-based raise after three month probationary period.

**Miscellaneous:**

* Initial three month probationary period.

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**Physical Requirements and Potential Hazards**

The following identifies the physical demands and potential hazards typically encountered by this position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act and the OSHA Blood Borne Pathogens Standards. These can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

NA: Not applicable, not required of this position.

NE: Requirement is present, but is not essential to the position.

O: Occasional, up to 33 percent of the time and essential to the position.

F: Frequent, 34-66 percent of the time.

C: Continuous, over 66 percent of the time.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Description** | **NA** | **NE** | **O** | **F** | **C** |
| Sitting |  |  |  |  | X |
| Walking |  |  | X |  |  |
| Standing |  |  | X |  |  |
| Running | X |  |  |  |  |
| Bending or Twisting |  |  | X |  |  |
| Squatting or Kneeling |  |  | X |  |  |
| Reaching above shoulder level |  |  | X |  |  |
| Climbing (e.g. Ladder) |  | X |  |  |  |
| Driving cars, light duty truck | X |  |  |  |  |
| Driving heavy duty vehicles | X |  |  |  |  |
| Repetitive motion of hands/fingers |  |  |  |  | X |
| Grasping with hand, gripping |  |  |  |  | X |
| Lifting/carrying 10-25 pounds |  |  | X |  |  |
| Lifting/carrying 26-50 pounds |  | X |  |  |  |
| Lifting/carrying more than 50 pounds |  | X |  |  |  |
| Pushing/Pulling |  |  | X |  |  |
| Using foot controls | X |  |  |  |  |
| Work in/exposure to inclement weather | X |  |  |  |  |
| Work in/exposure to cold water | X |  |  |  |  |
| Exposure to dust, chemicals, or fumes |  |  | X |  |  |
| Work/live in remote field sites | X |  |  |  |  |
| Use of hazardous equipment (e.g. chainsaws, guns, explosives) | X |  |  |  |  |
| Swimming, scuba diving | X |  |  |  |  |
| Work at heights (e.g. towers, poles) | X |  |  |  |  |
| Exposure to infection, germs or contagious diseases |  | X |  |  |  |
| Exposure to blood, body fluids, or potentially contaminated materials | X |  |  |  |  |
| Exposure to needles or sharp implements | X |  |  |  |  |
| Use of hot equipment (e.g. ovens) | X |  |  |  |  |
| Exposure to electrical current | X |  |  |  |  |
| Seeing objects at a distance |  |  | X |  |  |
| Seeing objects peripherally |  |  |  | X |  |
| Seeing close work (e.g. typed print) |  |  |  |  | X |
| Distinguishing colors |  |  |  |  | X |
| Hearing conversations or sounds |  |  |  |  | X |
| Hearing via radio or telephone |  |  |  | X |  |
| Communicating through speech |  |  |  |  | X |
| Communicating by writing/reading |  |  |  |  | X |
| Distinguishing odors by smell | X |  |  |  |  |
| Distinguishing tastes | X |  |  |  |  |
| Exposure to wild/dangerous animals |  | X |  |  |  |
| Exposure to insect bites or stings |  | X |  |  |  |
| Work/travel in a boat/small aircraft | X |  |  |  |  |
| Exposure to aggressive/angry people |  |  | X |  |  |
| Restraining/grappling with people | X |  |  |  |  |
| Other: |  |  |  |  |  |
| Other: |  |  |  |  |  |
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Items checked above must be consistent with tasks listed.

I have read and understand the physical requirements and potential hazards of this position and am able to perform the physical requirements at stated above with or without reasonable accommodation.

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Employee Signature Date