

**West Yellowstone Foundation**

*Building Community Together*

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

**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 must be submitted and received no later than Friday, April 24th, at 5pm.**

**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.**

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**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, shop, bays, 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, as scheduled or needed.

**Salary/Hourly Rate**

* Starting hourly rate at $12 per hour.

**Miscellaneous:**

* Initial three month probationary period.

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