MONTANA CONSERVATION CORPS
JOB DESCRIPTION

Job Title: Administration Assistant
Reports to: Director of Operations

Classification: Regular Part-time
Exempt/Non-Exempt: Non-Exempt

Date: January 1, 2018
Access to Vulnerable Populations: No

Position Overview:
The Administrative Assistant is responsible for the front office management of the MCC state office. Duties include oversight of information flow; the maintenance, collection and distribution of information for the MCC state and regional office. The Administrative Assistant is the first contact between the MCC and the general public and is responsible to project a positive image.

Principal Duties and Responsibilities:

Front Office Management

- Greet and assist visitors and route to appropriate party
- Answer telephones in a professional demeanor, provide accurate information to callers, or route to appropriate party
- Maintain phone system, including checking messages daily and update outgoing message as needed
- Organize general office tidiness, clean up and recycling, delegate monthly responsibilities to staff
- Ensure adequate postage for general office use on both postage machine and stamps as needed
- Coordinate needed building maintenance with landscapers, electricians, and plumbers
- Responsible for proper mail routing including morning distribution and outgoing mail evening drop off
- Operate, maintain and troubleshoot phone system, copier/printer/fax machine and postage machine
- Oversee paper flow to and from state office including regular mailings to regional offices

Information Management

- Oversee paper flow to and from state office including regular mailings to regional offices
- Assist as needed in data basing Sponsor Evaluations, Project Accomplishments, and other project paperwork into Salesforce database
- Assist as needed in data basing member timesheet hours into Salesforce database
- Assist as needed Director of Development with fundraiser mailings
Administrative Duties

- Maintain incoming check log, restrictively endorse incoming checks, prepare and perform deposits
- Maintain adequate office supplies for the staff and order additional items as needed
- Arrange Board of Directors meeting logistics with President/CEO
- When needed attend Board meetings and take meeting minutes
- Maintain listing of staff birthdates and distribute email notice to staff
- Run errands for events or general office needs
- Respond to requests for member application information via email or phone inquiries

Qualifications & Skills:

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- Able to communicate effectively both orally and written
- Strong interpersonal skills and an ability to work with a variety of people
- Proficient computer and administrative skills, including Microsoft Word, Excel, Google apps, and Internet
- Experience with databases, Salesforce desirable
- Able to quickly write routine correspondence, reports and memoranda
- Detail oriented and able to multi-task

PREFERRED EDUCATION AND EXPERIENCE:

- A valid driver’s license and ability to be insurable per MCC parameters.

While this position description describes the general nature and level of work being performed by people assigned to this position, it is not an exhaustive list of all responsibilities, duties, and skills required. All Montana Conservation Corps positions may be required to perform duties outside of their normal responsibilities.