

BEAR Administrative Assistant Job Description

- Part-time position: 12 hours/week
- Occasional additional hours including evenings and weekends may be required
- \$10-\$12/hour
- No benefits associated with this position
- Position open until filled
- Please send resume and cover letter to diane.olsen@bearmt.org
- We will notify you when your application is received and will call you if we would like to set up an interview.
NO PHONE CALLS PLEASE.

BEAR is a non-profit organization seeking a Program Assistant. This person supports the efficient operation of the organization to assist staff and volunteers in providing unique and impactful outdoor-based mentoring programs for youth in our valley, as well as grow the organization so that more youth can be served.

Excellent administration, financial tracking and fundraising are crucial for the outdoor-based mentoring services that BEAR provides. Someone who is a good fit for this position will want to assist with those aspects in the best way possible in order to positively impact kids' lives and inspire them to be good stewards of our planet. Qualified candidates will be able to adapt to shifting daily tasks and be a strong and positive support to our team. Occasional youth program assistance is also a possibility for the right person.

Qualifications:

1. Excellent organizational skills and attention to detail
2. Proficiency using Word, Excel, Publisher, Power Point, Quickbooks, internet resources and donor database (training for accounting system and database may be completed after hire)
3. Ability to compose well-written letters
4. Good typing and editing skills
5. Proficiency in time management: productivity, efficiency, and prioritizing
6. Good problem solving skills
7. Ability to interact positively with diverse youth
8. Excellent communication skills with diverse groups: staff, participants, parents, community partners
9. Ability to openly give and receive feedback
10. Adeptness working independently as well as on a team
11. Ability to be flexible within shifting staff and program needs
12. Graphic design skills helpful
13. High school diploma or equivalent

Duties and Responsibilities

Administrative:

1. Manage the efficient operation of the BEAR office and surrounding grounds: answer the phone, maintain effective filing system, clean the office, maintain and order office supplies, coordinate and oversee the maintenance of the outside grounds, etc.
2. Run errands to purchase supplies, mail correspondence, drop off and pick up borrowed items, etc.
3. Assist in preparing documents including thank you notes, agency forms, grant reports, financial documentation, correspondence letters, etc
4. Organize and/or update documents, spreadsheets, and databases: board meeting documents, activity logs, participant spreadsheets, funder database, etc
5. Assist in publicizing programs and events by sending out mailings, doing public service announcements, hanging flyers, contacting community organizations, calling individual youth, etc
6. Assist with community event set up, take down and staffing information tables
7. Assist with fundraising by helping with event planning, preparation, coordination and clean-up; putting together mailings; assisting with grant applications
8. Maintain and update BEAR website, Facebook page and other on-line media
9. Occasionally attend community meetings, trainings and B.E.A.R. activities/events to gain an in-depth knowledge of BEAR services, the community, and job skills
10. Work to lessen the organization's negative effects and increase its positive effects on the environment whenever possible (reuse material and supplies, recycle, reduce use of non-renewable resources, etc.)
11. Communicate with Executive Director when any legal, ethical, or moral concern arises and before representing BEAR in the media

Financial:

1. Follow all agency financial procedures including completing accurate time sheets, reimbursement forms, and purchase orders before spending any of the organization's funds
2. Assist with bookkeeping tasks: input and classify transactions made in bank accounts, prepare bill payment, ensure all receipts, invoices and other documentation are correctly filed, prepare reports and documentation for grant drawdowns, prepare invoices for customers

Program:

1. Occasionally assist Program Leaders with outdoor-based youth mentoring activities
2. Portray BEAR positively in the community

*Other duties may be assigned related to the functioning of the BEAR office and its program

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made, if available, to enable individuals with disabilities to perform the essential functions. The employee is occasionally required to sit for extended periods and balance, stand, walk, stoop, kneel, crawl, and crouch. The employee may be required to lift and/or move up to 50 pounds. Duties typically require close vision, distance vision, and adjusting focus as well as continuous talking, hearing and seeing including the ability to hear and talk by phone. In addition, duties typically require manual dexterity for the operation of office equipment including computer, copier, and phone. Work may be performed under stressful situations.

Equal Employment Opportunity and Non-Discrimination Statement

BEAR., Inc. is an equal opportunity employer. BEAR, Inc. does not discriminate against or act in favor of any employee, applicant, or program participant because of race, ethnicity, national origin, sex, religion, creed, marital or veteran's status, age, health, the presence of a disability, sexual orientation, gender identity or any other basis prohibited by local, state, or federal laws.

BEAR., Inc. recognizes the value of a culturally diverse work force and program participant group and is committed to equal employment opportunity to all qualified applicants and employees, as well as non-discrimination of all program participants and other community partners. Every employee has the right to work in surroundings that are free from all forms of unlawful discrimination. Engaging in any act that discriminates against or constitutes harassment against an employee will not be tolerated.