



## JOIN OUR TEAM AND MAKE A DIFFERENCE!

**“Action Inc is a non-profit organization dedicated to developing pathways out of poverty in Southwest Montana through innovative, community-based, collaborative approaches.”**

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### **Administrative Assistant**

**Employment/FLSA Status: Full-Time/Non-Exempt**

**Wage: DOE**

#### **Position Description:**

We are currently seeking an experienced professional to fill the position of Administrative Assistant. Through a respectful, constructive and energetic style guided by the objectives of the organization, the Administrative Assistant plays an integral role in the administration of Community Action programs. This position will assist the CEO with board management and preparation of reports. The incumbent will perform administrative duties such as taking and preparing minutes for various boards and committees, preparing letters and other types of correspondence, maintaining organized filing systems, data input and report preparation, as well as filing of administrative and fiscal department documents. This position will also provide administrative support to the Management Team and the Supportive Services Team. Work involves submitting documents in accordance with grant requirements, meeting deadlines and regularly scheduling and organizing meetings for administration. This position performs duties requiring high standards of accuracy, detail, organization, timeliness and confidentiality.

#### **Knowledge Skills & Abilities:**

The successful candidate must have good public relations skills and the ability to establish and maintain effective working relationships with employees, board members, other agencies, clients and the general public. Must have excellent computer skills and be proficient in Microsoft products including Word, Excel & Outlook. The Administrative Assistant must possess the ability and knowledge to prepare meeting minutes accurately and timely. The incumbent should possess knowledge of administrative and clerical procedures and systems, file/record management, and other office technologies. The successful candidate will have competent knowledge of business writing, proper grammar, spelling, proof reading, and be able to clearly present ideas in writing. The incumbent must have the ability to take initiative, accurately perform tasks with attention to detail, think independently, and use logical and analytical problem solving skills. The Administrative Assistant must be adaptable to a constantly changing atmosphere and have the ability to adjust and prioritize various duties and assignments.

#### **Qualifications:**

The knowledge, skills, and abilities for this position are typically acquired through a combination of education and experience equivalent to graduation from high school and two years of post-secondary education in business, office management and two years related administrative experience. The incumbent should also have working knowledge of English, math, business administration, office practices and procedures, and terminology. Will consider a combination of education and experience.

**How to Apply:** Apply on our website at <http://butteassistanceprograms.org/careers/>

You may also pick up an application at Action Inc. - HRC District XII, 25 W. Silver, Butte, MT 59701 or at the Butte Job Service, 2201 White Blvd, Butte, MT 59701. Submit completed application, resume and cover letter to the Butte Job Service, or Action Inc. – HRC District XII. You may also email application materials to [jpaul@hrc12.org](mailto:jpaul@hrc12.org).

**This Position is Open Until Filled**

*Action Inc. - Human Resources Council District XII Is an Equal Opportunity Employer  
Women, minorities, veterans and individuals with disabilities are encouraged to apply.*