



Executive Assistant Job Description

Functions:

The Executive Assistant will be responsible for a variety of administrative and clerical tasks for the Ranchers Stewardship Alliance, such as: calendar management, answering phones, drafting correspondence and managing timelines. The assistant will apply established processes and practices in order to improve effectiveness and improve upon these practices when necessary. In addition to these general administrative responsibilities, the assistant will provide the following functions:

- Scheduling and coordination of meetings:
 - i. Notify Board and members of appropriate meeting dates and time.
 - ii. Prepare and distribute meeting agenda.
 - iii. Arrange meeting facilities.
 - iv. Maintain and distribute policy and procedure manual to new board members.
 - v. Assist in the coordination, compilation, and distribution of the annual report.
 - vi. Act as recording secretary.
 - vii. Compile, transcribe, and distribute minutes of meetings.
 - viii. Prepare and distribute action items based on meeting outcomes.
- Assist with financial functions, including:
 - ix. Assist with annual budget and financial reports including those associated with grants.
 - x. Facilitate corporate filings, state and federal tax returns for tax preparers.
 - xi. Manage donor database and donations.
 - xii. Ensure prompt payment of bills and deposit of funds.
 - xiii. Ensure financial records are accurate and up to date.
- Committee support:
 - xiv. Assist with committee events/activities as directed by the Board.
- Other:
 - i. Attend Meetings
 - ii. Respond to routine inquiries.
 - iii. Regularly pick up mail and respond to correspondence as appropriate.
 - iv. Assist in the management of RSA social media including website.
 - v. Develop print and radio media information as needed.
 - vi. Maintain corporate/official records and documentation, including volunteer log.
 - vii. Other duties as assigned.

Scope:

- This role does not supervise staff.
- They can handle sensitive and confidential information.
- They can also make day to day decisions within the scope of work assignments and prioritize work independently.

Minimum Qualifications:

- Associate degree and 1-year administrative experience or equivalent combination.
- Experience organizing time and managing diverse activities.
- Experience working and communicating with a wide range of people.
- Ability to work independently and/or as part of a team.

Preferred Experience:

- Managing and tracking data related to finances and grant reporting,
- Preparing a variety of reports and/or correspondence.
- Extensive computer experience.
- Experience working with a board of directors, donors, volunteers, and the public.
- Experience with business writing, editing, and proofreading.
- Knowledge of conservation and the agriculture industry is helpful.

Work Environment

This position is based out of RSA's office in Malta, Montana. They will work in a typical office environment. Flexibility in location and business hours is negotiable. Occasional evening work required, typically for the monthly meeting.

Salary & Benefits

Salary: \$12.00 to \$15.00 per hour commensurate with education and experience.

Hours: 30 hours per week

Location: Flexible

Benefits: Health Benefit, paid leave, holidays and reimbursement of authorized travel.

Submit a letter of application detailing relevant qualifications and a resume to ranchstewards@gmail.com