



RANCHERS

— STEWARDSHIP ALLIANCE —

Job Vacancy Announcement

Executive Assistant

Application Deadline:	Until Filled
Desired Start Date:	As early as September 21, 2026
Work Location:	Malta, MT
Reports to:	Executive Director
Supervises over:	(none)
Status:	Part-Time, 25-30 hrs/wk
Compensation:	\$18/hr starting + PTO and retirement benefits
Expected Travel:	less than 10%

Overview

The Ranchers Stewardship Alliance (RSA) is seeking an **Executive Assistant** to contribute to our mission and to be a member of this winning team. Our ideal candidate is a self-starter - a logical thinker who can see needs and work independently; tech-savvy - a problem-solver who can help make office systems function seamlessly, who thinks file organization is fun, and who can integrate new software that helps the whole team be more successful; detail oriented - a focused task-master who makes sure every mission is checked off the list; and team focused - a helper who ensures other team members, customers and partners have the information and resources they need to be successful.

This position is flexible on the distribution of working hours between our office hours of Monday – Friday, 8am – 5pm. We also expect some (though small) amount of work time in evenings and weekends for meetings or events. There will be some, but minimal, travel within the state of Montana.

DETAILED JOB DUTIES FOR EXECUTIVE ASSISTANT

Support Staff

- The main go-to person and support staff for the Executive Director.
- Your duties as support staff may vary widely with an opportunity to learn many new skills and functions of our organization.

Day-to-day operations

- Mail, mailings, preparing bank deposits, scanning bills to fiscal manager
- Print checks for Executive Director signature and mail to vendors
- Answer phone, relay messages, and maintain local office communication.
- Filing, scanning, & organizing systems; updating filing systems and scanning with naming protocol
- Maintaining tidiness of office spaces
- Monitoring and restocking office supplies, RSA swag, event supplies, and field supplies and tools
- Contribute to the organization and coordination of community events and functions through leading logistics, including entertainment, location, equipment, educational materials, programs, door prizes, food, etc.
- Assist with maintaining corporate records such as meeting minutes, votes, volunteer hours, and other pertinent information.
- Maintain record of director's terms of office and election dates, and track attendance at meetings.
- Maintain all office file organization and keep records of designed graphics, meeting recordings, etc.
- Manage education program registrations, mail appropriate materials such as books to registrants.
- Manage all electronic documents sent for signature – send for signature, ensure signing has been completed, and file signed documents in appropriate locations in organization file system.

- Manage organization vehicle mileage log, enter data into system, manage maintenance log for vehicle and schedule maintenance appointments

Committee + Meeting management

- Create agendas, notes, and reports, set up zooms meetings, keep schedules, and other support services.
- Notify RSA board, committees, members, partners and the community of monthly meetings and committee meetings
- Organize and edit all incoming information for all RSA meetings. Assist the Executive Director in organizing meetings and developing agendas for monthly RSA meetings.
- Set up Zoom meeting links, compile and print meeting packets for meetings; record, distribute and file RSA monthly meeting minutes.
- Update Board Portal with relevant documents, meeting recordings, and data for board member communication

Database management

- Help maintain our Customer Relationship Management software to handle customer/partner database management.
- Assist with maintaining project database tracking software.
- Manage RSA calendar, grant deadlines, physical mailing and electronic mailing list.
- Assisting in preparing donor acknowledgement letters.

Technology management

- Scan documents, establish and maintain an organized filing system.
- Transition electronic files to digital filing system, lead planning on naming system
- Manage office software systems, passwords, electronic inventory, etc.
- Assist fiscal manager with internal audit by ensuring all documentation is present in file system for financial transactions

REQUIREMENTS

- High school diploma or GED
- Proficiency in Microsoft applications (outlook, word, excel, etc.)
- STRONG attention to detail and ability to maintain accurate records.
- Excellent organizational and time management skills.
- Effective communication and interpersonal skills.
- Ability to work independently and collaborate within a team environment.
- Ability to lift boxes/equipment weighing up to 30 pounds.

This job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities. Employees are expected to be responsible for, and assist with, additional tasks and duties as needed. Job descriptions may change to meet the business needs of the organization.

PREFERRED QUALIFICATIONS

- Familiarity with ranching industry.
- Experience working in an office setting.
- Proven ability to quickly learn and apply new systems, processes, and applications.
- Self-motivated with a sound approach to problem solving and timely task completion.
- Experience with streamlined office systems

Final hiring is contingent upon a satisfactory background check

Please submit a resume, cover letter, and at least three professional references to:

Angel DeVries at adevries@ranchstewards.org.

Applications will be accepted until a suitable candidate is found.