



TEMPORARY ADMINISTRATIVE ASSISTANT

POSITION OVERVIEW

The ACLU of Montana Foundation (“ACLU of Montana”) seeks a temporary, part-time Administrative Assistant based in Missoula for a three-month position, from approximately May 17 through August 27, 2021. This position requires a diverse set of skills and responsibilities including: a professional, friendly demeanor, administrative know-how, effective teamwork, experience working in confidential environments, and technological competency. This position reports to the Director of Finance and Operations (DFO).

ABOUT THE ACLU OF MONTANA

The ACLU of Montana (founded in 1972) is an affiliate of the national ACLU (founded in 1920) and operates as an independent non-profit organization. We are the state’s largest and most influential civil rights organization. **Our current top priorities are Indigenous justice, criminal legal reform and ending the criminalization of poverty, LGBTQ justice, and voting rights.** We work on a range of additional issues including reproductive justice, immigrants’ rights, freedom of speech and religion, and informational and digital privacy. The ACLU of Montana envisions a fair, equitable, and free Montana that welcomes and celebrates diversity of all kinds. In our Montana, everybody is treated with dignity and respect and has equal access to rights and freedoms.

The ACLU of Montana maintains a fast-paced and friendly work environment, with a current staff of 13 and an office located in Missoula. Due to Covid-19 we are currently working remotely. To learn more about the staff and work of the ACLU of Montana, please visit <http://aclumontana.org>.

COMMITMENT TO DIVERSITY AND INCLUSION

ACLU of Montana is an equal opportunity employer. We are committed to a diverse workforce and an inclusive culture. We believe that having a board, staff, and volunteer base with diverse personal and professional backgrounds enhances our ability to meet our mission and creates an environment where all members of our community can thrive. We strongly encourage applications from people of color, Indigenous people, immigrants, women, people with disabilities, members of the LGBTQ and two-spirit community, those who have been formerly incarcerated or are currently under supervision, and other underrepresented and historically marginalized groups. We seek to build a team that reflects that diversity. All qualified applicants who share this vision and who have a desire to contribute to our mission are encouraged to apply.

The ACLU of Montana does not discriminate on the basis of race, color, faith, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, tribal affiliation, disability, veteran status, or record of arrest or conviction. We are committed to providing a work environment free from discrimination and harassment and one that honors and

April 21, 2021

promotes a culture of equity, diversity, inclusion, and belonging. We are engaging in ongoing internal equity work, including racial caucusing.

Our work environment is friendly, with flexibility and consideration of personal needs and circumstances.

KEY RESPONSIBILITIES

As a member of a two-person department, you will balance many critical areas of work:

- Attend to general organizational correspondence, physical mail, including post office pick-up, e-mail and phone communication.
- Manage internal meeting logistics including agendas, presentation equipment and set-up for in-house and mobile presentation as needed.
- Maintain inventory, resupply, purchasing, and updates of office equipment, technology and supplies.
- Conduct and support various accounts payable, accounts receivable, and payroll processes and tasks.
- Manage filing and archiving financial documents.
- Support sample testing during the annual audit along with other audit duties as assigned.
- Perform administrative Human Resource (HR) tasks including assisting with personnel file management and policy and guide updates as needed.
- Assist with the Executive Director's calendar and schedule, keeping her well informed of upcoming commitments and responsibilities and coordinating logistics for external activities.
- Provide administrative support for the Board of Directors, including maintenance of committee rosters, meeting schedules, the shared board platform, preparing meeting materials and disseminating board minutes.
- Participate in weekly supervisor check-ins with the DFO.
- Perform other tasks as assigned.

REQUIRED QUALIFICATIONS

- Skills and experience working with computers and information systems, including use of Microsoft Word, Excel and Outlook, and file sharing platforms, such as server and expense processing software program.
- Strong verbal and written communication and active listening skills.
- Demonstrated ability to work collaboratively and cooperatively.
- Reliability, discretion, and with reputation for maintaining confidentiality.
- Strong drive and initiative, with ability to manage time well in an environment of many concurrent assignments and deadlines; ability to multitask and prioritize daily workload.
- Commitment to equity and inclusion, and respect for differences of race, ethnicity, age, gender, sexual orientation, gender identity, religion, ability, class, and socio-economic circumstance. Understanding and willingness to engage with the issues of institutional and structural racism and bias and their impact on underserved and underrepresented communities.

PREFERRED QUALIFICATIONS

The following experiences are particularly valuable - please be sure to address these in your resume or cover letter. We encourage you to apply even if you do not have these qualifications:

- Comfortable with operating standard office equipment as well as trouble-shooting technology issues remotely or in-office.
- Experience managing travel, calendar and a range of logistics for others.
- Professional experience in an office setting.
- Experience working in places where diversity and equity initiatives are forefront.
- Lived experiences including, but not limited to:
 - Being directly impacted by the social and civil rights issues addressed by ACLU of Montana.
 - Living or working directly with people from diverse racial, ethnic, cultural, and socioeconomic backgrounds.
 - A history of personal work on issues of equity, inclusion, and diversity and belonging, particularly on issues of race, ethnicity, gender, sexual orientation, and disability.

COMPENSATION AND BENEFITS

The Administrative Assistant will be based in Missoula, Montana. The position will involve remote and in-office work. In-office work will be limited and occur with very few other individuals present and in observance of COVID19 social distance guidelines.

The position is part-time (0.5-0.625 FTE), with a 20-25 hour-weekly schedule, 3-5 days per week, with some flexibility in creating a weekly schedule. This position is non-exempt, and will pay an hourly rate of \$15-18, depending on experience. We offer five paid days off (pro-rated), and this temporary position is not eligible for other benefits, other than participating in the 401K program. We provide monthly stipends for business use of personal mobile phone and internet.

APPLICATION PROCEDURE

All applications are treated confidentially. Please submit (in pdf format if possible):

1. A letter of no more than one page describing your interest in the position. Please indicate in your letter where you saw this job posting.
2. Resume.

Email your application to [jobs\[at\]aclumontana.org](mailto:jobs[at]aclumontana.org) or mail it to:

ACLU of Montana, Attn: Hiring
P.O. Box 1968, Missoula, MT 59806

Please put “Administrative Assistant” in the subject line of your email or on your envelope.

DEADLINE

We will begin reviewing applications April 30, 2021. Applications after that date are encouraged and will be accepted on a rolling basis until the position is filled. We are aiming for a start date between May 17 and May 24, 2021.