



**WILDERNESS WATCH**  
*Keeping Wilderness Wild*

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## **JOB ANNOUNCEMENT ADMINISTRATIVE ASSISTANT**

The role of the **Administrative Assistant** is to assist the Membership and Development Director with maintaining and updating the membership database and processing donations and to assist the Executive Director with managing Wilderness Watch's business operations including a variety of office management tasks such as filing, ensuring subscriptions and insurance policies are up-to-date, coordinating with our bookkeeper, and other duties. Wilderness Watch's nine staff and contractors live in many parts of the country; the Administrative Assistant will be based in our home office in Missoula, Montana. Passion for Wilderness and a desire to be part of a team working to protect these extraordinary places and the critters that live there will make this job very rewarding.

### **JOB DUTIES:**

- Assisting the Membership and Development Director with maintaining the membership database, responding to donors, and producing related reports for the bookkeeper, membership director, and Executive Director;
- Managing bulk mailing and printing needs;
- Making reservations for and assisting in organizing board of directors' meetings;
- Assisting the Executive Director on a variety of administrative tasks;
- Assisting in organizing outreach and events;
- Ensuring proper storage and backups of digital materials (depending on skill set).

### **QUALIFICATIONS:**

- Experience using/maintaining databases. Familiarity with constituent relationship management (CRM) software a strong plus. Familiarity with Salsa CRM is golden;
- Experience with a range of common office software and ability to assist in troubleshooting;
- Strong organizational skills and able to juggle priorities and to quickly adjust to daily fluctuation of needs;
- Good-natured, able to take direction and work as part of a team;
- Self-directed and accountable.

The Administrative Assistant position is 20 hours per week, \$20-25 per hour DOE, and includes medical benefits and paid leave. Potential to become full-time.

**TO APPLY:** Send a cover letter, resume summarizing relevant work, and two professional references (including contact information) as a single .pdf file to [jobs@wildernesswatch.org](mailto:jobs@wildernesswatch.org). Position will be open until filled with an anticipated start date of early June 2024.

*Wilderness Watch strives to be a welcoming, accommodating, and fulfilling place to work. Wilderness Watch is an equal opportunity employer and considers all qualified candidates for employment without regard to race, ethnicity, creed, national origin, religion, age, gender, marital status, disability, sexual orientation, veteran status or any other status protected by law.*