

## **Position: Administrative Assistant for the A-B Wilderness Foundation**

### **Overview:**

The Executive Director of the Absaroka-Beartooth Wilderness Foundation is seeking part-time office assistance to help manage a small but growing non-profit based in Red Lodge, Montana. The ABWF is a “Friends-Of” conservation group that seeks to raise public awareness and support of the A-B Wilderness through volunteer stewardship efforts such as trail building & maintenance and educating the public to be better stewards of these special lands. We want to ensure that the A-B Wilderness remains as wild, enjoyable, and essential for generations to come.

The E.D. is currently the only staff of the ABWF and needs a capable assistant to share the load of managing an organization. Someone who can come in and take over many of the time-consuming duties that keep the E.D. from pursuing a more sustainable future for the ABWF through fund-raising, building partnerships and relationships, outreach, and developing programs. There’s room for growth and taking on a broader range of duties by a motivated individual.

I’m looking for someone who is organized and can help impart some of that organizational expertise onto me, someone who can help me grow into a more organized non-profit leader. Someone with a broad array of skills and interests who’s not afraid to accept tasks outside the box in order to tackle the challenges that come up day to day (i.e. capable of driving to a trailhead to deliver forgotten equipment on a moment’s notice, or figure out how to represent data in a more visual way for a Board meeting). Someone who can identify inefficiencies and suggest alternative ways to meet a task.

### **Terms and Wages:**

The position is Part-time, (16-20 hours per week) and year-round. Schedule is flexible. \$12 - \$14 per hour, depending on experience. Duties are varied; the job should provide opportunities to engage a wide variety of skills.

### **Duties of the Position:** (most prioritized duties listed top to bottom)

#### Database:

- Assist the Executive Director manage the database of members, donors, and volunteers; careful attention to detail a must!
- Keep track of online and mailed-in donations and provide consistent follow-up with all donations—i.e receipts and thank-yous.
- Clean up donors records by running down and updating contact information

#### Financial Accounting:

- Provide basic accounting and record-keeping or expenditures for bills/invoices paid through Mastercard & Visa.
- Keep track of receipts and accounting for all organizational spending. (Our Board Treasurer handles Quickbooks software, record-keeping, and taxes).
- See that bills get paid in a timely fashion.

### Atlas of the A-B Wilderness:

- Fulfill online orders of the “Atlas of the A-B Wilderness” a book published by our organization, sales of which are a significant source of funding for the ABWF.
- Track inventory of the Atlases.
- Distribute copies of the ‘Atlas’ and invoice shopkeepers/bookstores who carry it.

### Programmatic Assistance:

- Help market and publicize all ABWF trail projects, educational programs, and events. Work with Junction 7 to get flyers, posters, postcards, and other outreach methods to the public and our ABWF constituents.
- Disperse programmatic information to volunteers about upcoming projects.
- Manage registrations/sign-ups for volunteers on all trail projects; answer volunteers’ questions about upcoming trail projects.

### Publications and Outreach:

- Work with the director and with Junction 7 to publish our regular newsletters.
- Write articles, gather statistics, photographs, anecdotes, and quotations to include in our publications and annual reports.
- Help manage bulk mailings—i.e. letters of appeal to donors, invitations to events, and printed or hand-written post-cards and thank-yous.

### Online:

- Maintain a regular online social media presence—post on Facebook and Instagram.
- Help manage an extensive library of photographs about the ABWF.
- Keep the website current and refreshed—add basic content and photos, and put up and take down news and events as they come and go.

### Organizational:

- Help the Executive Director maintain a professional, organized, and responsive office
- Help the E.D. manage emails and phone calls and responses.
- Help keep the E.D. organized and assist in the management of the organization’s calendar
- Online and off-line filing of important documents.

### **Necessary Skills**

- Good communication skills; willingness to give and receive feedback.
- Solid computer operational skills.
- Proficiency with Microsoft Office (esp. Word, Excel, Powerpoint) and transpositionally familiar with Google Docs, Sheets, etc.).
- Familiarity working with databases (our database was custom created for the ABWF).
- Solid writing skills
- Fluency in building and manipulating basic spreadsheets.
- Proficiency with posting on Social Media (Facebook and Instagram)

- Capacity to learn online software programs like Canva (layout and design of posters, cards, etc.) and MailChimp (email marketing software).
- Some exposure to Publishing software like Publisher, InDesign, Canva, etc.
- Knowledge of WordPress (our web platform) and Adobe Creative Suite/Photoshop not required, but a huge plus!

### **Other Possible Duties:**

- Represent the ABWF and help at events such as fundraisers, tabling opportunities, educational programs, Pint Nights ('friend-raisers'), etc.
- Assist the E.D. in the writing of grants, managing grants, and writing up reports, etc.
- Assist with Food purchasing and logistics packout for volunteer projects.
- Initiating emergency responses to unexpected situations coming out of the field or the backcountry (injury, etc.) and serving as an emergency communications link as needed.
- Generate fund-raising and event ideas and carry them out with the help of the E.D.
- Share fresh ideas and priorities for the organization.

### **Interpersonal Skills:**

- Organized (not the E.D.'s strongest suit!);
- Collaborative (I have been running the ABWF largely alone for 8 years and I would like to hire someone who's not afraid to bounce ideas off, offer suggestions, ask questions, take initiative, etc.).
- Outgoing—unafraid to interact with the public, board members, volunteers, students, partners, etc.
- Someone who can work autonomously and work things out on their own.
- Flexible and creative! Willing to dig into a variety of tasks.
- Offers unsolicited ideas and asks lots of questions.
- Values volunteerism, the outdoors, and is passionate about wild places.

**Final Statement from the E.D.** I am the kind of person who, as the head of the organization, is nonetheless hands-on with the smallest of tasks as well as the biggest of visions, and I invite any co-worker in this organization to share in the same way by offering input on any high level decisions as well as any low-level task. I don't need to be managing this organization solo any longer!

**Provide a resume or job history which also includes your educational background and personal interests. Also provide a short, written statement (2-3 paragraphs) that speaks to why you are interested in this position with the ABWF and specifically which skills above do you particularly bring to the position?**

**Send to David Kallenbach, Director of the ABWF, at [dkallenbach@abwilderness.org](mailto:dkallenbach@abwilderness.org) or call 406-425-1944 with questions. After review of materials we can move ahead with setting up an interview.**