



## Position Description - Administrative Assistant

Job Title:	Administrative Assistant
Supervisor:	Business Partnerships Officer, Marketing Officer
Team:	Thrive Development Team
Status:	Part-time, 20 hours per week
Classification:	Non-Exempt
Type:	Hybrid
Starting Date:	As soon as possible

### About Thrive:

Thrive is a nonprofit organization in Bozeman, Montana, that believes that when families are strong, children succeed, and communities *thrive*. Our mission is to ensure that all children have every opportunity to grow, succeed, and become valuable members of our community through programs that engage parents and empower children. Thrive has earned a commendable reputation within our community over the past 39 years, consistently garnering the trust and support of donors, community members, and stakeholders for our impactful programs.

### Position Summary:

Thrive's Development team is looking for a part-time administrative assistant to help with various administrative tasks. The nature of the work will vary from week to week, as the Development team plans various events and runs campaigns at different times of year.

We are a non-profit that cares deeply about the well-being and retention of our staff. All aspects of this work align with Thrive's culture of philanthropy and the organization's CARE values (communication, advancement, respect, and excellence). Thrive values supporting people through a flexible workplace environment and offers a wellness program.

### Position Responsibilities:

Responsibilities include, but are not limited to:

- making phone calls
- writing email inquiries
- basic data entry
- pulling information from online sources and databases
- using Google tools
- setting up meetings

- filing/organizing/printing/copying
- proofreading
- assisting with various event planning
- running errands for the Development team
- other duties as assigned

### **Core Competencies for this Position:**

- strong communication skills
- strong organizational skills with an attention to detail
- ability to serve as a strong support system for Development staff
- solution-based personality with a good sense of humor
- ability to work independently and flexibly
- ability to juggle multiple tasks
- strong time management skills
- ability to work in a professional manner with a high degree of discretion
- strong oral and written communication skills

### **Education, Training, Experience & Certification Requirements:**

- 1+ years of prior experience working in administration - clerical, data entry, executive assistance, temporary office work, etc.
- familiarity with Google tools and Salesforce preferred but not required
- valid driver's license and vehicle - mileage is reimbursed

### **Supervisory Responsibilities**

- none

### **Salary & Benefits**

- this position pays \$20 per hour
- not eligible for benefits

### **Additional Requirements:**

- very occasional nights and/or weekends per event schedule

### **Equal Opportunity Employer**

*Thrive is an equal opportunity employer that complies with US Equal Employment Opportunity Commission (EEOC) rules and regulations. The organization is committed to diversity, equity, and inclusion and does not discriminate based on race, age, disability or other non-merit characteristics. Hiring decisions are based exclusively on merit, qualifications, and needs.*