



Position Title: Administrative Assistant

The Missoula Butterfly House and Insectarium inspires an appreciation and understanding of insects and their relatives. From museum exhibits to school field trips, for the past decade we have provided a variety of unique education programs and experiences for learners of all ages. As we look toward building our dream of a new facility featuring a tropical butterfly house, we are looking for a detail-oriented professional with administrative experience to help further our mission. This position requires someone who is organized and has excellent communication skills. The administration assistant will play an important role as we begin the public phase of our capital campaign and transition to our new facility.

Reports to: Executive Director

Duties and Responsibilities:

- Acts as a receptionist for the organization
- Responsible for incoming and outgoing mail
- Prepares bank deposits and assists with paying bills
- Reports income and expenses to bookkeeper
- Prepares financial reports for Board of Directors
- Maintains database and prepares membership mailings and gift acknowledgments
- Responsible for maintaining office equipment and company vehicle
- Responsible for ordering and maintaining inventory of office supplies and promotional materials
- Manages and maintains general and administrative files
- Responsible for volunteer database
- Handles registration and payments for educational programs, parties and events
- Provides logistical support in the successful implementation of MBHI programs
- Tracks program numbers and assists with reporting to Board of Directors
- Helps organize events and meetings
- Will help Executive Director and Development Director with various organizational tasks involving our capital campaign
- Other duties as assigned by the Executive Director

Qualifications

- Minimum 2 years administrative experience
- Strong organizational skills and attention to detail
- Ability to consistently adhere to procedures and protocols
- Strong written and interpersonal communication skills

- Proficient with Macintosh computers, Microsoft Word and Excel
- Demonstrates positive attitude and strong work ethic
- Able to manage and prioritize multiple tasks
- Database management skills preferred

Hours: 20 hours/week, 5 days/week

Compensation: \$15/hour

Benefits: Pro-rated vacation, holiday and sick leave. MBHI pays 60% of health insurance including vision, dental and life insurance.

Please send cover letter, resume, and three references to info@missoulabutterflyhouse.org or MBHI PO Box 8885, Missoula, MT 59807.