

***Open Position:*** Administrative Assistant

The Institute for Public Strategies is a non-profit organization dedicated to improving the quality of life of communities. This position is based in Bozeman, MT.

The Administrative Assistant will:

1. Work closely with the Project Director to record and process financial materials and information.
2. Coordinate travel arrangements, schedules and assist with the day-to-day operations of the organization.
3. Interact with a large number of agencies, coordinating the distribution of materials and providing regular guidance in the implementation of surveys.
4. Enter information into databases and synthesize data.
5. Develop reports and other written materials that support project operations.

The ideal candidate has significant experience in processing financial paperwork, strong written and oral communication skills, and familiarity with SPSS.

This position is fast-paced and challenging. It requires extensive attention to detail.

Full time 40 hrs/wk at \$12-\$14 per hour depending upon experience. Generous benefits package included.

Must have valid Montana Driver's License and own a reliable vehicle to use during work.

No relocation assistance available.

See website: [www.publicstrategies.org](http://www.publicstrategies.org) for descriptions of current and past projects.

*To Apply:*

Email cover letter, resume, and salary history to [mtadminassistant@publicstrategies.org](mailto:mtadminassistant@publicstrategies.org)

*In accordance with ADA guidelines, reasonable accommodations will be made for individuals with disabilities who are otherwise qualified and able to perform the functions of this position.*

*The Institute for Public Strategies is an Equal Opportunity Employer and is committed to fostering diversity within its staff.*