



BITTERROOT WATER PARTNERSHIP

Administrative Coordinator Job Description

Posted 4.1.2024

Location: Hamilton, MT
Position Type: Part-time, hourly, 20-30 hours/week
Compensation: \$20+ per hour, depending on qualifications and experience.
Benefits listed below.
Start Date: April/May 2024

Position Description

The Bitterroot Water Partnership (BWP) is seeking a dynamic and organized individual to join our team as an Administrative Coordinator. This position plays a crucial role in ensuring seamless operations of our organization, directly contributing to conservation successes on-the-ground and within the community.

From managing calendars and correspondence to implementing efficient systems and policies, the Administrative Coordinator will ensure that the BWP operations run smoothly. Attention to detail will be critical in maintaining records, databases, and files. Excellent communication skills will support staff meeting facilitation and fostering a welcoming environment. The Administrative Coordinator will greet visitors, manage relationships, and tackle tasks with enthusiasm and professionalism, embodying the BWPs commitment to community impact. If you're ready to be an integral part of a vibrant team, we want to hear from you!

Essential Functions:

- Provide administrative support to the Executive Director and team, managing calendars, scheduling meetings, and handling correspondence.
- Assist in document preparation and report generation, and maintain accurate records, databases, and files.
- Implement projects, systems, procedures, and policies to enhance efficiency.
- Manage phone calls, respond promptly to inquiries, and handle mail.
- Monitor office expenditures and perform basic bookkeeping tasks such as bill payments and invoicing.
- Oversee day-to-day office operations including supplies, hardware and software, facilities, and inventory management.
- Develop and maintain efficient filing systems, both physical and digital.

- Ensure an organized, efficient, and welcoming office environment.
- Ensure compliance with relevant regulations and reporting requirements.
- Support team members with various administrative tasks (copying, printing, formatting, etc).

Other Responsibilities

- Assist in volunteer, donor, board, and community member relationships management.
- Perform other duties and responsibilities as requested with a sense of humor and team spirit.
- Project heartfelt commitment to and professional enthusiasm for the BWP's mission.

Qualifications and Qualities:

- BA/BS in a related field, or three to five years of demonstrated applicable experience.
- Demonstrated mastery of Microsoft Office Suite and Google Drive.
- Proven written and verbal communication skills.
- Demonstrated attention to detail, organization, prioritization and time management.
- Problem-solving and basic troubleshooting skills.
- Non-profit or mission-driven professional experience preferred.
- Experience with Constant Contact or similar email service provider, and DonorPerfect or similar CRM software a plus.

The BWP's immediate need is for someone who can assist in everything above, with efficiency and team spirit. For those seeking growth opportunities, there is potential to advance into a more senior administrative position or Operations Director in the long term. However, desire for growth and expansion within the position is not a prerequisite.

Reports to: Executive Director

Benefits: Paid leave, paid holidays, one-week winter office closure, SIMPLE IRA retirement savings plan with employer contribution

Schedule: Hours may vary based on workload, but a minimum of three days/week in the office (162 S. 2nd St, Hamilton) is required.

To Apply: Send resume and cover letter in a combined PDF to info@bitterrootwater.org. Position will be open until filled, with preference given to candidates who can start in April 2024.