



Humane Society of
Western Montana

HSWM Executive Assistant

The Humane Society of Western Montana seeks an organized, motivated individual to join our team as an Executive Assistant. This part-time position will primarily assist the Executive Director and Director of Organizational Advancement. UM students encouraged to apply.

Applicants should email a cover letter and resume to development@myhswm.org

Responsibilities:

- Management of administrative support activities such as scheduling meetings, maintaining calendars, filing and organization.
- Communication and interaction with supporters and business partners regarding scheduling, meeting follow-up, events and requests for information.
- Oversee and maintain website postings including adoptable pets and events.
- Help create and distribute marketing pieces that can be used in print, social media and website platforms.
- Assist in management of social media sites including posting regular content that generates audience interaction.
- Provide executive assistant support to the Executive Director and Director of Organizational Advancement as needed.

Knowledge, Skills, Abilities:

- Excellent quantitative, analytical, critical thinking and organizational skills.
- Ability to respond to dynamic work environment and changing office needs of Senior Management.
- Demonstrated proficiency in using Microsoft Office software applications, specifically Outlook, Word and Excel.
- Working knowledge of fundraising, donor relations, and public relations concepts.
- High degree of professionalism and customer service skills.
- Ability to work both collaboratively and independently depending on the needs of the project and management.
- Knowledge and expertise in the use of standard office equipment.
- Website and social media management experience.
- Strong understanding and commitment to HSWM's mission and service in the community.
- Flexible work schedule and ability to work in loud, fast-paced environment.

Education:

BS or BA or current degree candidates.