

POSITION ANNOUNCEMENT

Administrative Assistant

NCAT is a private nonprofit organization that champions small-scale, sustainable and local solutions to reduce poverty, protect communities and promote natural resources. Since 1976, NCAT has trained farmers about organic and sustainable practices, monitored energy use and demonstrated renewable technology. NCAT is seeking a qualified administrative professional to provide administrative support to our Energy team.

QUALIFICATIONS: Minimum requirements are a high school degree or equivalent, a business or technical school certification of completion and an employment history indicative of increasingly complex responsibilities. Familiarity with Microsoft Outlook, Word, Excel, Access, PowerPoint, Publisher, and Adobe Acrobat are preferred. Demonstrated excellence with databases is required. The applicant must have excellent organizational, verbal and written communication skills, proficiency in using computers and scanners, be able to work independently and in a team environment, be able to prioritize work assignments and to complete tasks in a timely manner.

RESPONSIBILITIES:

- Performs employee project interviews and enters information into databases
- Provides administrative assistance to program staff through research, form development, and data reports
- Performs general administrative support office procedures such as phone calls, sending out mail, making copies, and maintaining program files and related correspondence
- Provide general administrative support to multiple NCAT projects

SALARY AND BENEFITS: \$10.92/hour with fringe benefit eligibility in three months. Benefits include paid vacation and holidays, a health insurance plan, a cafeteria plan, a 401(k) plan and a pleasant office environment in which to work.

APPLICATION PROCESS: Applications will be accepted through November 14, 2008 or until a suitable candidate can be identified. **Early applications are encouraged and applications will be considered as they are received.** All persons interested in being considered for the position must submit a cover letter highlighting their experience and skills relevant to the listed qualifications, a current resume and a completed NCAT application form. Requests for an NCAT application form and inquiries about the application process should be directed to Therese McClafferty in the Butte, MT office at (406) 494-4572, email: theresem@ncat.org Incomplete applications or reference on the application to “see resume” will not be considered. Applicants can visit NCAT’s web site at www.ncat.org for a gateway to web sites and projects developed by NCAT staff. Send completed application materials to Therese McClafferty; NCAT Personnel Office; P. O. Box 3838; Butte, MT 59702.

Note: The information provided about job duties, knowledge and skills typically needed for positions are accurate, but not definitive. Positions may also involve other tasks and duties related to the general responsibilities.

It is NCAT’s policy and organizational philosophy to ensure that all of our employment practices, including recruitment and hiring, are administered for all individuals without regard to color, race, religion, sex, national origin, age, disability, marital or veterans status.