

POSITION ANNOUNCEMENT

Receptionist

The National Center for Appropriate Technology (NCAT) is a national private non-profit organization whose work promotes sustainable technologies and systems that include nationally recognized projects in food, agriculture, and energy. NCAT's work encourages people to use sustainable technologies to reduce poverty, promote healthy communities and protect natural resources. NCAT's programs include ATTRA, the national sustainable agriculture information service, and the Low Income Home Energy Assistance Program Clearinghouse (LIHEAP). NCAT is seeking an experienced Receptionist to work 20 hours per week in our Butte, MT office.

QUALIFICATIONS: This is an excellent opportunity for the ideal candidate with a combination of education and/or experience in an office setting. Excellent verbal communication skills, excellent business writing and editing skills, excellent computer skills, the ability to work independently and as part of an NCAT team, to prioritize work assignments, to multi-task, and to maintain information of a confidential nature are required for this position.

RESPONSIBILITIES: Our admin team work together to provide reception services at our national headquarters office, including operating a multi-line switchboard, greeting walk-in visitors, photocopying, and providing mail services. This position performs a variety of administrative duties including editing and formatting documents and correspondence, data entry, creating files and spreadsheets.

COMPENSATION AND BENEFITS: This is a 20 hour/week position with a starting wage of \$11.45/hour depending on skills, qualifications, and experience. Benefits include paid leave, holidays, 401(k), life insurance, Long Term Disability, dental and vision plan options, and a pleasant office environment in which to work.

APPLICATION PROCESS: Applications will be accepted through January 6, 2019 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. Requests for an NCAT application and inquiries about the application process should be directed to Kriss Sullivan. 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 websites and projects developed by NCAT staff. Send completed application materials to:

Kriss Sullivan, Director of Human Resources
P.O. Box 3838
Butte, MT 59702
e-mail: kriss@ncat.org

NCAT's mission is to help people by championing small-scale, local and sustainable solutions to promote healthy communities, reduce poverty and protect natural resources. Our work brings together diverse partnerships and communities to help reduce poverty and protect our natural resources. We strive to be a multicultural organization that embraces the rich dimensions of diversity such as race, ethnicity, gender identity, sexual orientation, socio-economic status, age, physical ability, religious or political belief and marital or veteran status. Diversity creates healthy communities. Special consideration will be given to applicants who are reflective of the communities that we serve.

For additional information about NCAT please visit our website at www.ncat.org.