



February 9, 2022

Administrative Assistant

Montana Nurses Association (MNA) is accepting applications for a full time, non-exempt (1.0FTE) **Administrative Assistant**.

Montana Nurses Association (MNA) is the professional nurses association for registered nurses in Montana. MNA has a labor program and professional development program. MNA promotes professional nursing practice, standards, and education; represents professional nurses; and provides nursing leadership in promoting high quality health care.

This position is accountable to the Chief Executive Officer and works directly with all MNA staff to support the administrative needs of the organization. Hours of operation Mon-Fri 0730 to 1600. Occasional weekend and evening work as required in order to accomplish association requirements. Occasional local, state and national travel. Must be approved by CEO.

Primary Responsibilities:

- Assist with MNA event planning and coordination, social media
- Create, maintain, and share standard office workflow procedures as necessary
- Maintain office efficiency by managing the appearance of common areas, filing systems, supplies, and equipment
- Maintaining records and historical references important to the organization

Required qualifications:

- High School diploma or experience in business administration, communications, or related field
- Excellent communication skills
- Strong time management
- Experience/familiarity with Word, Excel, PowerPoint, and Outlook

Preferred qualifications:

- Experience in business administration, communications, or related field
- Background and familiarity with troubleshooting Microsoft 365 software suite
- Experience with WordPress, web design, survey monkey, and editing
- Experience in developing internal office management systems
- Strong customer service communications



This position is Mon-Fri with occasional non-standard hours/days as needed to represent the membership of the association at MNA events. This position is covered through an employment (union) contract with competitive hourly wage and benefits.

Wage range starting at \$15.00 and up depending on experience, MNA offers competitive Benefits (paid health benefits, SEP retirement plan, sick/vacation/holiday pay).

Please submit your résumé with two references and cover letter to: vicky@mtnurses.org.

This posting will remain open until filled.

The MNA is an equal opportunity employer. Women, people of color, LGBTQIA+ and other underrepresented groups are encouraged to apply.