



PRESERVE MONTANA

Job Opportunity

Looking to make a difference, thrive in a supportive work environment, and strengthen Montana's communities through historic preservation? Preserve Montana is seeking a skilled, energetic and collaborative person to join our passionate team and coordinate Preserve Montana's office environment.

Position Title: Office Coordinator
Location: Helena, MT
Type: One (1) Year Contract; 12-16 hours per week
Travel Requirements: 10%
Hourly Wage Range: \$20.00 - \$22.00/hour DOE



JOB SUMMARY

The Office Coordinator at Preserve Montana is a key customer service and team-oriented position. This role involves comprehensive office management, administrative and program support, and aids staff members and external stakeholders. Key responsibilities include managing internal operations and providing banking, accounting and customer relations management support.

The role requires exceptional organizational skills, self-motivation, and meticulous attention to detail. The Office Coordinator is responsible for demonstrating and building a positive workplace culture and upholding Preserves Montana's reputation for being responsive and professional externally. This position directly supports the Executive Director and serves as the primary liaison to the Board of Directors. The Office Coordinator is not responsible for supervising any employees.

KEY FUNCTIONS

Internal Operations and Project Coordination

- Coordinate facility operations for the Baxendale Schoolhouse Preservation Center in Helena.
- Consistently organize and maintain office systems, operations and procedures.
- Collect, receive and record deposits and take prepared deposits to the bank.
- Coordinate record keeping with membership and bookkeeping staff and help track receivables/payables.
- Help with the collection and analyses of data regarding registrations and events.
- Looks for ways to improve and promote quality throughout the office work setting.
- With all tasks and assignments, demonstrate thoroughness, attention to detail, and accuracy with information.

Administrative

- Ensure the Preserve Montana team has the resources to make timely decisions and execute the mission.

- Participate in staff meetings and serve as a resource to take on additional projects where needed in support of the team.
- Perform light office maintenance at main office (plant watering, office cleaning, etc.), errands, etc.
- Support the Executive Director through coordination of executive scheduling, various calendars, appointments, travel and expense submissions.
- Provide documentation and support for new staff orientation and on-boarding.
- Assist with staff benefit enrollments and billing.

Board of Directors Support

- Ensure that the Board of Directors have what is needed to make timely decisions and support the fulfillment of the organizational mission.
- Schedule board and committee meetings, assist with meeting minutes, coordinate board communication and provide committee support.

Customer Service, Coordination and Outreach

- Engage Preserve Montana staff, donors, members, partners and public with a professional, appropriate and responsive manner in furtherance of the Preserve Montana mission.
- Lead customer service for the Preserve Montana team, often serving as the first point of contact for the public and direct inquiries to relevant people.
- Assist with Preserve Montana's customer relations management (CRM) system.
- Coordinate event logistics.
- Assist with platform and digital event registration management.
- Support various Preserve Montana studies and external publications.

MINIMUM QUALIFICATIONS

A combination of demonstrable years' experience and applicable alternative training(s) may be considered in lieu of the following qualifications.

1. Successful completion of a two-year/associates degree program in business administration, human resources, information management, or another work-related field of study.
2. Two (2) years' successful experience in a work-related position with similar responsibilities.
3. A valid, state issued, and insurable drivers' license.

BENEFITS

Preserve Montana provides a great culture and flexibility with workdays to its contract employees.

APPLICATION INSTRUCTIONS

Send a digital or hard copy cover letter and a resume with references to: Executive Director Jenny Buddenborg at jenny@preservemontana.org or PO Box 101, Helena, MT, 59624. Job posting available at www.preservemontana.org. Open until filled.

Preserve Montana is an Equal Opportunity Employer. Preserve Montana does not discriminate based on race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law. All employment is decided based on qualifications, merit, and business need.