

Warriors & Quiet Waters Foundation Job Announcement

Administrative Assistant

Summary

Warriors & Quiet Waters Foundation (WQW) is a 501(c)(3) Veteran Services Organization (VSO) located in Bozeman, Montana that enables post-9/11 combat veterans and their loved ones to thrive in their post-military service lives. Through a unique combination of our people, our place, and gold-standard therapeutic recreation programs, we reduce isolation, create connections and a sense of community, provide respite from stress and anxiety, improve family relationships, and enable veterans to make meaning of their service and chart a path for a purposeful future. WQW consistently receives the highest ratings from charity rating organizations and, through the dedication and hard work of our volunteers, donors, and staff, we have earned a tremendous reputation with those that we serve.

Now it's time to do more and do it better. Post-9/11 combat veterans' needs are changing as they get further away from their combat experience and / or transition from the military. Recognizing these changing needs, WQW has committed to evolve our programs to maximize our impact on those changing needs. We'll remain true to our Core – Gold Standard Recreational Therapy Programs in the pristine nature of Montana – but we will transform our program delivery to enable our program participants to envision a purposeful life and chart a path to achieve that vision.

We will not try to be everything to everyone. For those post-9/11 combat veterans needs that we cannot directly meet through our programs, we will engage in Strategic Partnerships with other best-in-class VSOs and conduct warm-handoffs to those organizations to ensure all the needs of our program participants are met.

The Administrative Assistant will be a critical addition to the WQW Team in order to successfully implement and execute WQW programs sustainably and efficiently. We are a small, tightknit, hard-working, highly organized and efficient staff that focuses all our efforts on serving post-9/11 veterans and their families. If you think you have what it takes to become a member of the WQW team, we are accepting applications for this full-time position. Applications will be accepted until **December 10, 2021**.

Position Activities & Responsibilities

Administrative Assistant essential functions and duties include providing administrative support to ensure the efficient operation of the office. Support the Chief Executive Officer and other members of the Executive Team through a variety of tasks. Effectively communicate via phone and email ensuring that all Administrative Assistant duties are completed accurately and delivered with high quality and in a timely manner. Rely on experience and judgment to plan

and accomplish goals where a wide degree of creativity is expected. Reports to the Chief Operating Officer.

Primary Responsibilities

- Admin Duties:
 - Answer and directs all phone calls and messages, as well as monitor and respond to general inquires on social media and organization email.
 - Greet and assist visitors to the office
 - Produce and distribute correspondence memos, letters, and forms
 - Maintain computer and manual filing systems
 - Handle sensitive information in a confidential manner. Receive, sort and distribute the mail; account for all donations received through the mail
 - Assist in the preparation of regularly scheduled reports
 - Order office supplies as required
 - Ensures all office equipment, including routers, postage system, phone systems, keys, kitchen equipment, etc. are in proper working condition, handle maintenance requests for tenants of office building
 - Supports requests from the WQW Board of Directors
 - Coordinates all travel and schedule requirements, and completes expense reports for the CEO

- Accounting Duties:
 - Accounts Payable Assistance: Routing invoices to managers for approval, prepare mail for vendors, maintain a paper filing system, deliver banking deposits, willingness to learn accounting software systems
 - Accounts Receivable: Prepare mail for donors and tenants and follow up with past due accounts.

- Other Support
 - Responsible for the fulfillment of all online store orders; work with Marketing & Communication Manager for inventory/restocking requirements
 - Work with the Marketing & Communications Manager to gather relevant content to be posted on WQW's social media feed on a weekly basis, schedule out content, and respond to messages in a timely manner.
 - Responsible for supporting the Development and Events Associate in compliance with state solicitation registration requirements

- Other duties as required

Minimum Requirements

- Minimum of 1 year of similar experience
- Excellent oral and written communication skills
- Adaptable

- Sensitivity, privacy, and discretion experience
- Excellent MS Office skills
- Familiarity with internet, WiFi and commercial phone systems
- Ability to comfortably interact with diverse populations and demographics on a regular basis
- Ability to collaborate effectively with an engaged team of staff, board and volunteers
- Ability to empathize and engage with program participants and individuals of various experiences and conditions
- Self-starter
- Proven attention to detail
- Excellent organizational skills and high attention to detail
- Valid Driver's License
- US Citizen

Preferred Qualifications

- Experience working with or exposure to the military, wounded veterans, or disabled communities
- Post-9/11 veteran, combat operations experience is a plus
- Familiarity with the Veteran Service Organization(s) landscape
- Bachelor's Degree
- Salesforce experience

Working Conditions

- 40 hours per week
- Work hours will be 8am-5pm, Monday - Friday but may vary – including some weekends and evenings as required.

Pay Range and Benefits Offered

- Wage range is \$20-22 per hour, depending on experience.
- Employer Paid Medical, dental, vision, 401K with match, and life insurance benefits are offered with this position

How to Apply

- No phone/email inquires
- Application period for this position closes **December 10, 2022**. Expected start date is early January 2022.
- Applications only accepted on **Indeed.com**. **Application MUST include both Cover Letter and Resume. All applicants are required to complete the Administrative Assistant/Receptionist test on indeed.com.**