

## **Position Title *Office Assistant***

*Position Description (Summary)* Do you like to work behind the scenes? Are you task-oriented and love to keep things in order? Would you like to use your organizational skills to provide administrative support and ensure the efficient operation of a non-profit organization that helps students develop and use their imaginations to improve our world?

*Position Description* The *Office Assistant* will provide administrative and clerical support to assist the Affiliate Director one or two 1/2 days a week to help update files and prepare paperwork for tournaments, workshops, trainings and mailings. Assist with mailing, filing, copying, sorting, or collaboration projects. Some database work may be required on occasion. As a volunteer for MTDI, the Office Assistant will support the vision and the mission of the organization, and will act responsibly and prudently.

### *Primary Duties*

- Organize and maintain filing system
- Help Assemble Instant Challenge material kits
- Call volunteers or donors to update contact information and update data base
- Update data base of team members and team managers
- Prepare mailings for tournaments and membership recruiting
- Assist in preparing tournament training, and workshop materials
- Internet research to update resources for Affiliate newsletters, website, and Facebook entries
- Organize records of Board and regular committee meetings
- Assist with the production of printed material for public relations and marketing purposes, proofread press releases and assist in production of annual report
- Send thank you letters to donors and volunteers
- Help maintain files of Board, corporate, and individual donation history and make sure appropriate thank you letters are sent in a timely fashion
- Prepare materials for Board and committee meetings

### *Interest Area*

Enjoys organization and creativity

Able to work independently and collaborate with others

Likes working with others to make sure they have a successful program year

*Location* Within ½ hour of Montana DI Affiliate Director

*Date* 1/2 day per week which will be flexible

*Age of Suitable Volunteers* 21+

### *Required Skills/Qualifications (Training Requirements)*

- Computer Skills especially MS Office and internet research
- Phone and e-mail connectivity
- Must be able to communicate professionally.
- Strong organization, management and communication skills.
- Must be able to work effectively and respectfully with adults and children
- Positive, enthusiastic personality
- Flexibility and willingness to learn new skills

### *Specific Skills*

Working knowledge of MS Office including Word, Excel, and Publisher