MONTANA LEGAL SERVICES ASSOCIATION

Position Title: Administrative Assistant
Status: Non-Exempt
Supervisor: Payroll Technician
Location: Helena, Montana

General Description of Position

This position provides general administrative and organizational support to MLSA’s management team. The Administrative Assistant is responsible for supporting the daily operations and travel of MLSA’s staff. This position is in MLSA’s Helena office.

Specific Duties

- Arrange all travel and conference registration for MLSA staff
- Open and scan all mail
- Assist with accounts payable scanning and data entry
- File and record keeping
- Organize and order office supplies
- Assist with management of MLSA’s job postings
- Assist with MLSA technology initiatives.
- Assist MLSA management team with projects and activities as required
- Perform other duties as assigned

Requirements

- Bachelor’s degree preferred.
- Minimum of two years administrative work experience requiring a high degree of responsibility.
- Excellent organizational skills, with a proven ability to prioritize and manage projects.
- High level attention to detail.
- Ability to work both independently and as part of a team.
- Good judgment and analytical skills.
- Capacity to learn and adapt to change.
- Demonstrates dependability and initiative.
- Demonstrates concern for the interests of the clients.
- Ability to juggle multiple tasks.
- Proficient at computer word processing and use of Excel.
- Willingness to learn and further develop administrative and technology skills and abilities.
- Ability to travel, both in and out of Montana.
The successful candidate will demonstrate an interest in working with vulnerable populations and a passion for social justice work.

MLSA is an equal opportunity employer and we consider the diversity of our staff to be vital to our organization's success. We strongly encourage and welcome people of all cultures, races, educational backgrounds, life experiences, socio-economic classes, sexual orientations, ages, genders, and physical abilities to apply.

**Salary:** $30,000 and up DOE

**To Apply:** Send a letter of interest, resume, and three professional references to hiring@mtlsa.org.

**Submission Deadline:** Screening of applications will begin on August 30, 2021 and the position will remain open until filled.