



### **Job title: Administration and Finance Assistant**

Montana Freshwater Partners is seeking a dedicated, part-time Administration and Finance Assistant to support and help streamline essential business activities for the organization. This individual will be responsible for assisting management staff in the areas of Board communications, human resources, finance, and donor and grant management. The ideal candidate will be proactive, detail-oriented, and highly organized, capable of managing multiple tasks simultaneously. We anticipate the position starting at 10-15 hours/week (~0.25 FTE), with the potential to evolve into a full-time position in the future. Position is based in Livingston, with partial work at home, open until filled.

### **About Montana Freshwater Partners**

Montana Freshwater Partners is a 501(c)(3) nonprofit organization based in Livingston, MT, with a mission to restore, enhance, and protect Montana's rivers, streams, and wetlands. We achieve this through science-based, innovative solutions that benefit people, communities, and the natural environment. Our programs include the Give Back to the Yellowstone stewardship initiative and the Statewide In-Lieu Fee Mitigation Program, among others.

### **Job purpose**

The Assistant will play a critical role in maintaining efficient day-to-day operations. This includes coordinating office functions, supporting human resources and financial activities, and assisting with donor database management. The ideal candidate will have strong organizational skills, exceptional attention to detail, excellent communication, and the ability to think critically and learn new software programs.

### **Duties and responsibilities**

- Assist the Executive Director with operational tasks as needed including general office duties, scheduling, inventory, and vendor relations
- Assist in managing logistics for Board meetings, updating governance documents, and ensuring proper documentation
- Assist with employee handbooks and benefits packages (health insurance, retirement)
- Assist with Information Technology coordination and support
- Assist Finance Manager with financial tasks as needed, including processing of invoices, expenses and preparing reports in Quickbooks Online
- Maintain and manage donor databases using software like Little Green Light, Mailchimp, and PayPal
- Support Human Resource functions, including onboarding, insurance renewals, employee relations, and compliance with HR policies and maintain accurate employee records

### **Qualifications**

- Proficiency Microsoft Office software (Word, Excel and PowerPoint), including electronic document preparation. Familiarity with Quickbooks Online is ideal, but not required.
- Experience with Google Sheets and Excel spreadsheet, and other cloud based applications
- Excellent interpersonal, verbal, and written communication skills
- Strong organizational abilities and attention to detail
- Ability to work both independently and collaboratively in a dynamic team environment



MONTANA  
**FRESHWATER  
PARTNERS**

**Working Culture, Compensation and Benefits**

At Montana Freshwater Partners, we foster a positive and flexible work environment that balances professional and personal life. This is a part-time position offering an hourly wage of \$25/hour commensurate with experience, with no benefits unless transitioned to full time.

We are committed to building an inclusive workplace and encourage individuals from historically marginalized groups to apply, even if they don't meet every listed qualification.

Application Process: Please submit a cover letter, resume, and references to Wendy Weaver, Executive Director, at [wweaver@freshwaterpartners.org](mailto:wweaver@freshwaterpartners.org). The position description can be found at <http://freshwaterpartners.org/employment/>.