



ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.

P.O. Box 1717 | 200 South Cruse Avenue | Helena, MT 59624-1717

phone: 406.447.1680 | toll free: 800.356.6544 | fax: 406.447.1629

Position announcement

Program Assistant

Rocky Mountain Development Council, Inc.'s (Rocky) Senior Nutrition Program is currently seeking applicants for a 30 hour/week Program Assistant. The hourly wage for this position is \$13.66 per hour, plus Rocky's generous benefit package that includes health/dental/vision/life insurance, paid holidays, sick and vacation leave and retirement plan.

The position is responsible for various administrative duties for assigned programs, which includes, but is not limited to, clerical duties for Senior Nutrition programs including maintaining files and records, updating route sheets, and preparing and maintaining spreadsheets.

Minimum Qualifications:

Knowledge: Working knowledge of office practices and procedures; records management, computer and common software programs.

Skills: Proficient with Microsoft Office Suite. Skilled using general office equipment. The incumbent must also possess necessary detail orientated skills critical for accuracy in filing, sorting processes, and data entry. A high degree of organizational skills is necessary to maintain the filing and prioritize work load.

Abilities: Ability to follow written and verbal instructions, to communicate effectively both verbally and in writing; to accurately maintain filing systems; to establish and maintain effective working relationships with employees and clients. Must have the ability to work as a team member and independently, multi-task, prioritize duties and program needs providing quality services in a cost-effective manner, maintain confidentiality, perform tasks with multiple interruptions, and take initiative for projects assigned. Ability to analyze and solve problems and recommend improved methods of performing the work and/or providing services.

The knowledge, skills and abilities are usually acquired through a combination of education and experience equivalent to graduation from high school and two years' minimum administrative experience preferably in a Human Service field.

Other combinations of education and experience which could provide these knowledge, skills and abilities will be evaluated on an individual basis. Must have a current, valid driver's license and be insurable on Rocky's motor vehicle insurance and have current liability on personal vehicle. Must be able to pass a criminal background check.

OR EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

Application Process: Applicants must submit a signed and completed Rocky Mountain Development Council application, letter of interest, and resume. Applications are available from Rocky Mountain Development Council, 200 South Cruse Avenue, P.O. Box 1717, Helena, Montana, 59624, and www.rmdc.net, Incomplete application material will not be processed. Completed application packages **must be received by the Rocky Human Resource Office at the above address no later than 4:00 PM, February 21, 2020.** EEO

www.rmdc.net

Affordable Housing
Home Buyer Education
Rocky Mountain Preschool Center
Head Start

LIEAP
Weatherization
Energy Share
Spirit of Service
Area IV Agency on Aging

Meals on Wheels
Senior Centers and Nutrition
Foster Grandparent Program
Senior Companion Program
RSVP