



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 Spirit of Service Assistant

Rocky Mountain Development Council, Inc. is currently seeking applicants for a Spirit of Service (SOS) Assistant. This position is a part-time, temporary position working 20 hours per week, March through Mid-June at \$10.76 per hour. As a temporary position, this is not a benefit eligible position.

The SOS Assistant is an administrative/organizational position helping to develop, coordinate, direct and administer the SOS project in coordination with the Operations Director/SOS Coordinator and Community Outreach Coordinator. The SOS Assistant helps plan and implement the overall project as well as evaluate existing techniques and procedures.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Communicate effectively with clients, partners and vendors verbally and in writing.
- Be able to take appropriate photos for both developing homeowner profiles and on event day (photography experience preferred).
- Be able to multi-task and be extremely organized.
- Be able to use good time management skills, prioritize job duties appropriately, and be detail oriented.
- Work efficiently and be observant in finding ways the project can save time and money.
- Ability to keep accurate documentation.
- Proficient word processing and computer skills.
- Some home repair knowledge preferred.

EXPERIENCE AND EDUCATION:

The above knowledge and abilities are typically acquired through a combination of education and experience equal to high school graduation and two years of experience in administrative or clerical duties. Must have a current, valid driver's license and be insurable on RMDC's motor vehicle insurance and have current liability on personal vehicle. Must be able to pass a criminal background check.

PHYSICAL REQUIREMENTS:

- Use hands to manipulate, handle, feel, and control items or equipment.
- Walk, bend, kneel, and reach.
- Work both indoors and outdoors in both warm and cool temperatures.
- Mobility, ability to bend and lift 50-pounds, move supplies, ability to power-wash and perform light duty physical labor.

Application Process: Applicants must submit a signed and completed Rocky Mountain Development Council application, resume and letter of interest. Applications are available from RMDC and www.rmhc.net. Incomplete application materials will not be processed. Completed application packages must be received by the RMDC Human Resource Office, 200 South Cruse Avenue, Helena MT 59601 or P O Box 1717, Helena, 59624. This position is open until filled. EEO