



**ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.**  
P.O. Box 1717 | 200 South Cruse Avenue | Helena, MT 59624-1717  
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**Position Announcement**  
**Program Assistant**

Rocky Mountain Development Council, Inc.'s (Rocky) Senior Nutrition Program is currently seeking applicants for a 40 hour/week Program Assistant. The hourly wage for this position is \$16.27 per hour, plus Rocky's generous benefit package that includes health/dental/vision/life insurance, paid holidays, sick and vacation leave and retirement plan.

At Rocky, the wage is just part of your total compensation. Rocky's generous benefit package includes health, dental, vision, and life insurance, hearing aid benefits, Health Savings Accounts and Flexible Spending Accounts, Wellness Health Screenings, Retirement, 401K plan, and an Employee Assistance Plan (which equals an extra \$4.88/hour). We also offer 11 paid holidays per year, sick and vacation leave equaling 5+ weeks in the first year! Retirement contributions begin after one year of employment and a 401k option is available upon hire (based on age).

The position is responsible for various administrative and clerical responsibilities for Senior Nutrition programs including maintaining and updating files, records, spreadsheets, and route sheets, and preparing client billing. Provides backup within program as needed.

**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 and interact effectively both verbally and in writing, with both clients and staff; accurately maintain filing systems; establish and maintain effective working relationships with employees and clients. Must have the ability to work as a team member and/or independently in a fast-paced environment, 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 lift up to 50 pounds. Ability to drive in all weather conditions. Ability to analyze and solve problems and recommend improved methods of performing the work and/or providing services. Ability to learn new software.

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.

**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, Inc., 200 South Cruse Avenue, P.O. Box 1717, Helena, Montana, 59624, and [www.rmhc.net](http://www.rmhc.net), Incomplete application material will not be processed. This position is open until filled. EEO