

Montana Farmers Union (MFU) Executive Assistant

Job Title: Executive Assistant

Location: 300 River Drive N

Status: Full time

PO Box 2447

Reports to: Chief of Staff

Great Falls, MT 59403

406-452-6406 office

Position Description:

The Executive Assistant is the connecting thread of the organization and assists in the smooth function of day-to-day operations from the office.

Primary Functions:

To maintain orderly management and account of office operations.

Specific Duties:

- Creates and distributes intra-office communication.
- Manages storage units and inventory.
- Coordinates meetings, staff events and board meetings.
- Assists in travel coordination.
- Conducts office supply purchasing and inventory.
- Maintains an account of vehicles and schedules usage.
- Coordinates offsite administrative support.
- Maintains the master calendar of events.

To apply, please send a resume and cover letter to communications@montanafarmersunion.com.