



## WE ARE HIRING!!!

**Operations Manager:** We are seeking a friendly, highly organized, detail-oriented individual to join our dynamic team as Operations Manager. This full-time, benefits-eligible position is the heart and soul of our Foundation operations in Helena. The ideal candidate holds an associate's or bachelor's degree and/or 3-5 years of nonprofit or business experience. If you have mastered MS Office Suite applications (Word, Outlook, Excel, Power Point), possess excellent written and oral communication skills, are able to operate with a high degree of confidentiality, and have a passion for Montana and its people, we would love to talk to you about this exciting opportunity.

### Primary duties:

- Serves as first point of contact and welcomes on-site visitors. Provides positive first impression and excellent customer service.
- Receives, processes, files, and/or routes all incoming and outgoing mail, and bank deposits. Codes, queues up, and tracks invoices for payment.
- Oversees daily office operations and procedures, including records retention schedules, property records, inventory, and filing systems.
- Supports and assists the CEO and staff by providing information, reports, data, and other materials as needed.
- Coordinates logistics for on and off-site meetings and events.
- Manages Foundation's facilities and equipment, including identifying, directing, scheduling, and supervising contractors and other service providers.

**Hours, Salary, and Benefits:** this position is 32-40 hours per week with a starting wage of \$20-\$24/hour depending on your qualifications. This is an in-office position in Helena, Montana. The Foundation offers health, vision and dental insurance, along with a generous holiday, vacation, and sick leave package.

**To Apply:** Send resume and a cover letter explaining how your education and experience make you the ideal candidate to join our small-but-mighty team to: Charlene Porsild [charlene@mthistory.org](mailto:charlene@mthistory.org) phone: 406.475.4383. For best consideration, **email your application by April 12, 2024**

**About us:** The Foundation for Montana History is a 501(c)(3) charitable foundation based in Helena that raises money and supports history and preservation projects across the state. Learn more at: [www.mthistory.org](http://www.mthistory.org)