



**Executive Assistant
Fulltime and Non-Exempt Employee
Reports to the Executive Director**

Disability Rights Montana (DRM) seeks an Executive Assistant to support the organization's Executive Director by coordinating schedules and communications of DRM's management and governance, assisting with the organization's information technology needs, and overseeing data management and reporting of the organization's activities.

DRM is a legal-advocacy organization advancing the civil rights of people with disabilities and as such understands the importance and contribution of employees with lived experience. People with disabilities, Black, Indigenous, and people of color, and LGBTQ+ people often not only have all the skills to fulfil positions at DRM, but also invaluable lived experiences we need to properly serve our community. If you identify with any of these underrepresented groups, you are particularly encouraged to apply. Disabilities include, but are not limited to, mental health conditions, physical and sensory disabilities, learning and intellectual disabilities, brain injuries, and chronic health conditions.

JOB OVERVIEW

The Executive Assistant provides high-level administrative support to the Executive Director of Disability Rights Montana (DRM).

DRM is a vibrant hub of passionate, dedicated, and skilled advocates and we welcome your unique contribution to our team. We protect and advance the civil rights of all disabled Montanans. We are not a think-tank, we take action. The federal government has given us unique authority and mandates to: monitor any facilities in which people with disabilities are served, including prisons, hospitals, nursing homes, and homeless shelters; access confidential health, school, and personnel records to investigate abuse and neglect; litigate and engage in other legal advocate to protect the rights of individuals and groups of people with disabilities; educate people with disabilities about their rights and how to use them; and educate policy makers about how their decisions impact our community. We do this to champion the rights of all Montanans with disabilities, ensuring they live freely, with respect and dignity, in the community of their choice.

The Executive Assistant works with the Executive Director to support Disability Rights Montana's Board of Directors, Advisory Council, and management staff. The Executive Assistant does this by preparing statistical reports, responding to low level IT support requests, and performing clerical functions such as preparing correspondence, arranging meetings, and taking notes.

I. ESSENTIAL DUTIES/FUNCTIONS

- a. Type reports, memos, letters and other documents using word or other relevant computer software.
- b. Schedule and prepare physical set up of meetings for the Executive Director and BOD.
- c. Record, type and distribute meeting minutes.
- d. Read and analyze incoming memos, submissions and reports to determine their significance and plan their distribution.
- e. Maintain complete and accurate physical and electronic records management database systems according to agency policies and procedures.
- f. Assist with program quality assurance.
- g. File and retrieve agency documents, records and reports.
- h. Assist in maintaining legal files.
- i. Utilize Outlook to calendar meetings and deadlines.
- j. Complete timesheets, paperwork, and other assignments timely.
- k. Responding to low level IT support requests
- l. Perform general office duties.
- m. Other duties may be assigned as necessary to effectively carry out the mission of the organization.

II. COMPETENCIES

- a. Customer/Client Focus
- b. Communication Proficiency
- c. Collaboration and Flexibility Skills
- d. Detailed Oriented, Accurate, and Timely in Producing Work Product
- e. Ability to Complete Assignments with Interruptions
- f. Ability to Comprehend Legal Documents
- g. Problem Solving/Analysis
- h. Maintain Confidentiality
- i. Time Management
- j. Proficient with Microsoft 365 products and services (e.g., Teams, SharePoint, Excel, Word, PowerPoint, Outlook)

III. STANDARDS OF CONDUCT AND PRACTICE

The Executive Assistant has access to highly sensitive governance, management, personnel, and legal client information. As such they are expected to maintain professional standards of conduct and practice in the workplace and in the performance of the duties of this position. It is a minimum requirement of this position to adhere to the following standards:

- a. Montana Rules of Professional Conduct governing attorneys and law firms

- b. Professional standards or ethical codes of conduct of the employee's own profession.
- c. National Disability Rights Network (NDRN) Standards for Advocacy Programs.
- d. Policies and Procedures, including the Standards of Conduct, adopted by the Board of Directors and Management of Disability Rights Montana.

IV. LINES OF AUTHORITY

The Executive Assistant reports directly to the Executive Director. This position has no supervisory responsibility.

V. WORK ENVIRONMENT

- a. This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- b. Work a standard workweek, 8:30 am–5:00 pm with a half hour off for unpaid lunch (unless an alternative schedule is approved), but must be willing to work evenings, weekends, or extended hours when necessary – for example, during in-person Board of Director meetings which are held quarterly on Saturdays.
- c. The Executive Assistant is responsible for maintaining a reasonably ambitious workload and keeping the Executive Director informed when there is insufficient work to perform and when there is a risk that work will not be completed on a timely basis.

VI. PHYSICAL DEMANDS

- a. Continuous sitting and use of computer keyboard.
- b. Frequent movement around the office.
- c. Occasional reaching, handling, pushing, pulling, lifting and carrying up to 10 pounds of files, office supplies, etc.
- d. Infrequent movement between agency offices, vehicles and other locations.

VII. TRAVEL

Infrequent local, out-of-area, and overnight travel may be required for this position.

VIII. EDUCATION/EXPERIENCE

- a. Whether demonstrated through formal education or lived experience, the candidate must have the skills necessary to perform the job. For example, this may be shown through a diploma, degree, or certificate in paralegal or

administrative studies and two years of experience, or proficiency in the necessary skills may be evidenced by 5 years of administrative support experience. DRM is enthusiastic about considering anyone with the right skills and believes a degree is not necessary for this position and encourages applicants who may not believe they completely meet all described qualities of a top candidate.

- b. The people the Executive Assistant will work with may have disabilities that impact their ability to communicate or process information, and it is important to have experience in communicating and building a rapport with people who have various communication styles and ways of processing information.

IX. BACKGROUND CHECK

- a. This position may involve unsupervised contact with vulnerable adults and children and interaction with personally identifiable information.
- b. DRM conducts background checks of conviction and arrest records on final candidates prior to extending offers. The hiring process will be conducted in compliance with federal, state, and local law. Applicants will be provided an opportunity to explain and correct background information. A criminal background does not automatically eliminate candidates from consideration. If a criminal background exists, the nature of the offense will be considered in the context of the essential functions of the position.
- c. This position requires completion of a Social Security Administration (SSA) suitability clearance. SSA clearances often take several months to complete; therefore, an offer for this position will be extended and employment will begin before DRM receives clearance results. Offers are contingent upon eventual clearance from the SSA.

ABOUT DISABILITY RIGHTS MONTANA (DRM)

DRM is a private nonprofit organization that advances the dignity, equality, and self-determination of people with disabilities. We are wholly independent; we do not work for either the federal or state government. The federal government has, however, given us funds and special authority to protect the rights of people with disabilities in Montana. We use that money and power to pursue justice on matters related to human and legal rights. Our Board of Directors sets the priorities of our work in consultation with an advisory council and input from the community to ensure we are accountable to the needs of Montanans with disabilities.

More information about our priorities can be found here:

<https://disabilityrightsmt.org/priorities/>

DRM is an equal opportunity employer. We value a diverse workforce and an inclusive culture. DRM encourages applications from all qualified individuals, including individuals of all races, colors, religions, genders, sexual orientations, gender identities or expressions, ages, national origins, marital statuses, disabilities, and veteran status backgrounds.

For information about us, please visit: <http://www.disabilityrightsmt.org>.

HIRING PROCESS

Please send a cover letter and resume to Katherine Murfitt, DRM's Director of Finance and Administration, by emailing katherine@disabilityrightsmt.org.

DRM is committed to promoting universal accessibility and fairness in our interview process. At least three business days before an interview, DRM will tell applicants the names, pronouns, and titles of DRM interviewers and will provide the interview questions, which will be the same for all applicants. We know that other efforts to make our process more accessible may be needed based on individual needs and we will provide reasonable accommodations for any portion of the application or interview process. You can request them by contacting Katherine Murfitt, DRM's Director of Finance and Administration, by emailing katherine@disabilityrightsmt.org. If you are not sure if you would benefit from an accommodation, you can review the Job Accommodations Network (JAN) website, which provides many ideas about possible accommodations that have worked for others, and you are more than welcome to call Katherine to discuss ideas you have or what we have done in the past. JAN is located here: <https://askjan.org/soar.cfm>.

Submissions will be reviewed on a rolling basis and will be accepted until the position is filled. The first review of applications will take place on December 4, 2023, with the hope of contacting selected applicants that week and starting interviews the following week. Applicants will only be contacted if they are selected for an interview. The interview process will include two rounds of interviews. If selected as a finalist, DRM may ask the applicant for contacts to verify previous employment.

- Position Title: Executive Assistant
- Company Name: Disability Rights Montana (DRM)
- Location: Helena
- Posted: November 3, 2023
- Education and Experience required: paralegal or administrative education + 2 years of experience, or 5 years of relevant experience, see full description for more detail.
- Job Category: Administrative
- Job Type: Full-time, Non-Exempt

- Salary: \$50,600-\$54,100
- Benefits: Employer paid 403(b) contribution, health, dental, vision care, life insurance, long-term care insurance, vacation and sick leave. Additional voluntary employee paid benefits are also available.