



Western Native Voice

Office Manager

Effective December 1, 2021

The Western Native Voice (WNV) Office Manager is primarily responsible for coordinating and/or administering many of the organization's central administrative processes and tasks. The Office Manager reports to the WNV Deputy Executive Director and/or Executive Director. The Office Manager position is a professional full-time, Hourly, non-exempt position under the WNV personnel policies located in the WNV office in Billings, MT.

Our theory of change recognizes that a more sustainable and just society will not come about until our Native progressive leaders move from occasionally having a seat at the table to bring the candidates and elected officials driving change. We intend to build a long-lasting progressive Native American voting bloc in the West.

Responsibilities and Work Plan

Major Responsibilities

- *Mail Operations:* The preparation and distribution of incoming mail; interoffice mail pickup and delivery; preparation of outgoing mail, including bulk mailings of printed material and packaging.
- *Communications/Reception:* The installation and general maintenance of central and individual office telephone equipment; central answering and reception services: publication/distribution of staff directories.
- *Printing/Reproduction:* Securing internal and outside reproductive services as printing, word processing, and other related services; and coordinating all projects



- to completion.
- *Building Management Liaison:* Lease arrangements; remodeling, repair, decorating; shipments and storage; heating/cooling monitoring.
 - *Central Files:* A central files system or database to accommodate storage/retrieval of documents; and orderly retirement and/or destruction of records.
 - *Purchasing:* The purchasing of office equipment, furniture, and supplies; assisting staff in the selection of items; dispensing used equipment and furniture; and storage of supplies and materials.
 - *Office Services:* Scheduling of meeting rooms; messenger services; servicing minor repairs of furniture and equipment, and maintenance of reproduction copiers, monitoring vending machine units, and providing central typing assistance.
 - *Data Entry:* Data entry responsibilities include, but are not limited to, membership and online voter registration
 - Participate, as needed,
 - in the WNV team activities and training.
 - In other WNV staff teams, as assigned.
 - In local and statewide working groups of allies working in the elections and maintaining key relationships with like-minded groups.
 - Maintain frequent communication with the staff team and member leaders.
 - Schedule meetings in a conference room or Zoom as needed
 - Assist with preparing documents for meetings and trainings
 - Assist with securing locations for conferences, training, and special events.



- Assist with coordinating, along with the Program Director, volunteers, and vendors for special events.
- Keep the office clean and tidy – organize supplies, file paperwork, recycles, etc.

Qualifications

- Knowledge of computers, data entry, and software applications, including Excel, Word, Google platform, and PowerPoint. Knowledge of EveryAction, In Design, Access database, and Publisher desired
- 2+ years experience in office management or equivalent position with similar responsibilities described above
- Associates degree desired
- Familiarity with and commitment to organizing and the empowerment of local people through participation in the political process.
- Strong interpersonal communication skills.
- Demonstrated proficiency in election data analysis, opposition research, persuasive writing, and editing.
- Ability to work in a team management environment.
- Familiarity with and working knowledge of personal computers and software, especially voter files and databases.
- Ability to travel on regular overnight stays (staff car, not a personal vehicle, is used).

Salary and Benefits

- \$18.27 per hour
- Health & Dental insurance



- Sick leave (no waiting period)
- Annual leave (no waiting period)
- Ceremonial leave (no waiting period)
- Parental leave (no waiting period)
- Cell phone stipend up to \$75/month
- Pension eligibility after one year

To Apply

Applications must include a resume, a writing sample (1 to 3 pages in length), and three professional references. Please send applications via email. Phone inquiries are encouraged at (406) 869-1938. Applications will remain open until the position is filled.

Applications can be sent to info@westernnativevoice.org. WNV is an equal opportunity employer.