

POSITION ANNOUNCEMENT

Administrative & Development Specialist

The National Center for Appropriate Technology or NCAT has been helping people build resilient communities through local and sustainable solutions that reduce poverty, strengthen self-reliance, and protect natural resources since 1976. NCAT is a trusted, practical, connector for individuals and businesses who are working to leave our world better than we found it. NCAT works to foster and promote sustainable technologies and systems, especially for the benefit of economically disadvantaged individuals and communities. NCAT's work includes nationally recognized projects in energy, agriculture, food, and rural development.

NCAT is seeking a full-time Administrative & Development Specialist to work with our Administrative Services Director and administrative team in NCAT's Butte, Montana, office. This position will provide support for administrative services such as editing formatting, and submitting grants, contracts, and proposals, , coordinating Board of Directors travel, taking and preparing meeting minutes. The position will also work with the Development Director by assisting with fundraising activities.

This position will provide an outstanding opportunity to work with a dedicated and professional staff on a national level.

QUALIFICATIONS: The position requires an AA/AS in Business, Communications, or a closely related field along with three years of relevant professional experience; or an equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Commitment and passion for the NCAT mission;
- Strong interest and knowledge of mission-driven, non-profit organizations;
- Ability to build relationships and collaborate with NCAT staff and Board of Directors, as well community organizations, government agencies, non-profit organizations, and other partners;
- Excellent organizational, verbal and written communication skills, with experience in technical writing, editing and research;
- Extremely proficient with Microsoft Office Suite;
- Knowledge of or ability to learn contract management software;
- Strong organizational and planning skills with attention to detail;
- Knowledge of travel planning and arranging, meeting and event coordination;
- Ability to prioritize work assignments and to complete tasks in a timely manner;
- Ability to prepare agendas, capture information in meetings and prepare meeting minutes for review and approval by Executive Staff and Board of Directors;
- Interest in with sustainable agriculture, clean energy, and science-based technological solutions to climate change particularly in rural America;
- Ability to work independently and in a team environment;
- Occasional travel is required.

RESPONSIBILITIES:

- Promote and support NCAT's mission;
- Work with program staff on grant, contract, and proposal process. Review, edit and add organization language, and submit grants, contracts, proposals through appropriate portals;
- Enter and track grants, contracts and proposals in contract management system to ensure process timelines;
- Assist Development Director with other fundraising activities;
- Provide reception backup as needed;
- Assist Administrative Services Coordinator with other projects as needed;
- Coordinate and plan special meetings and events;
- Organize board meetings, make meeting room, hotel and other arrangements as necessary;
- Coordinate with NCAT Board members, make travel arrangements for Board meetings;
- Create agendas, capture information in meetings, prepare meeting minutes for review and approval by Executive Staff and Board of Directors;
- Travel to Board Meetings and coordinate with venue, Board members and staff as necessary.

SALARY AND BENEFITS: \$18-\$20 hourly depending on qualifications and experience. Excellent benefits include flexible schedule, paid vacation, sick leave, and holidays, health, dental, vision, life and disability insurance, a cafeteria and 401(k) plan and a pleasant, professional environment.

APPLICATION PROCESS: Applications will be accepted until a suitable candidate can be identified. Early applications are encouraged. Please explore [NCAT](#) or visit the [ATTRA – Sustainable Agriculture Program](#) website to learn more about NCAT and what we do.

All persons interested in being considered for the position must:

1. [Upload a resume and cover letter](#) through our BambooHR software.
Simply choose the position you are applying for and then click “apply for this job” to upload your materials. Don't forget to highlight your experience and skills relevant to the qualifications, skills and responsibilities listed above.
2. Complete the [NCAT Supplemental Application Information](#) form;
Note: Incomplete applications packets will not be considered.

Questions about the application process can be directed to:

Kriss Sullivan, Director of Human Resources
e-mail: jobs@ncat.org

NCAT's mission is to help people build resilient communities through local and sustainable solutions that reduce poverty, strengthen self-reliance, and protect natural resources. Our work brings together diverse partnerships and communities to help reduce poverty and protect our natural resources. We strive to be a multicultural organization that embraces the rich dimensions of diversity such as race, ethnicity, gender identity, sexual orientation, socio-economic status, age, physical ability, religious or political belief and marital or veteran status. Diversity creates healthy communities. Special consideration will be given to applicants who are reflective of the communities that we serve. NCAT is an Equal Opportunity Employer.

For additional information about NCAT please visit our website at www.ncat.org.

(Updated 1/20/2022)