

**RURAL EMPLOYMENT OPPORTUNITIES (REO)
POSITION ANNOUNCEMENT**

- Position:** **Operations Manager**
- Location & Hours:** REO Helena Office. Full-time. Office hours are 8 am – 5 pm, M-F.
- Salary & Benefits:** \$38,000 starting annual salary, based on qualifications. Benefits include health, dental, vision and life insurance, 401(k) retirement plan, sick, vacation and holiday leave.
- About REO:** REO is a Montana non-profit organization and has operated since 1981. We provide education, employment and training services to rural Montana residents. REO is the Montana grantee for the *National Farmworker Jobs Program* which helps limited-income, seasonal farm and ranch workers obtain job training and year-round employment. Our *Access Opportunities* grant offers employment and training services, financial education and asset development opportunities to limited-income residents. REO coordinates several projects for the *Montana Migrant Education Program*, serving migrant farmworker students throughout Montana with technology-based instruction, tutoring and outreach. Field staff work throughout the state. Our administrative office is in Helena.
- Job Duties:** General office administration, including Human Resources. Technology Support, Records Management, Accounting Back-up, Inventory Management. See job description for more information.
- Qualifications:** Five or more years experience is required. Specific nonprofit experience is desired, ideally including background in, human resources, technology, office and records management. Related experience in a public or customer service setting will be considered. A Bachelor's degree in a related field (human services, non-profit management, business or office administration) is preferred, though substantial experience beyond five years may be considered in place of a BA/BS.
- Skills:** The ideal candidate will:
- Have strong organizational skills and be able to independently track and prioritize work assignments.
 - Have advanced computer skills (Word, Excel, Outlook, Access, Internet).
 - Be able to troubleshoot/manage computer and communications hardware, systems and equipment.
 - Have basic accounting knowledge.
 - Have good customer service skills, with an ability to keep positive working relationships with other REO employees and a variety of social service, educational and business contacts.
 - Be able to organize and accurately maintain records.
 - A qualified applicant will have experience with mission-focused organizations and be able to support and work to achieve the REO Mission.
 - See Job Description for additional details.
- Background Check:** Candidates who are offered employment with REO must give permission for background checks necessary to ensure suitability for employment in publicly funded education and human service programs, and when applicable for work with children. A signed form authorizing the release of information to REO and its agent(s) will be required before an employment offer can be finalized. Employment offers are considered conditional until background checks have been completed.
- To apply:** Applicants must submit: 1) A letter of application which explains how your experience and skills qualify you for this position; 2) A completed REO application form; and, 3) A resume. Application materials can be found at www.reomontana.org. Submit application packet by Email to: admin@reomontana.org. For a complete job description please email or call 406-442-7850.
- Deadline:** Deadline for initial review of applications is October 19, 2016.