

# Executive Assistant & Team Catalyst

**Position title:** Executive Assistant & Team Catalyst

**Position type:** Full time, part time possible for outstanding candidates

**Location:** In Bozeman, Montana office with occasional work from home if desired; remote possible for absolutely outstanding candidates

**Key to success:** The successful candidate will be the right hand to the Managing Principal, involved in all aspects of the business. S/he is a phenomenal ‘people person,’ able to manage up, down, and sideways with a ‘can-do’ attitude. S/he has a passion for conservation of the Greater Yellowstone area and is willing to work hard to change the world.

**Requirements:** 5 years of similar experience, college degree, crazy good IT skills, joyful disposition, and can-do attitude.

**Preferred start date:** Immediately

**Compensation:** Base salary of \$75,000-\$100,000/year (depending on experience) with the potential for bonus. 75% employer paid health insurance and matching retirement plan.

**Closing date:** Open until filled

## About Beartooth Group

Beartooth Group ([www.beartoothgroup.com](http://www.beartoothgroup.com)) is a Bozeman-based conservation investment firm. Founded in 2004, Beartooth partners with ranch sellers, owners, investors, and buyers to restore and steward the lands, waters, and wildlife of the American West. Beartooth offers a supportive, flexible, and dynamic work environment. The company actively cultivates an inclusive work environment and values the leadership, skills, and perspectives of people from diverse backgrounds.

## Position Overview

Beartooth is seeking a passionate, driven, emotionally intelligent, detail-oriented, organized, curious, loyal, discrete, eager, and joyful individual to support and partner with our Managing Principal to get more restoration and protection done in the Greater Yellowstone Ecosystem. This is not your typical Executive Assistant role, as this individual will be involved in a myriad of activities and be absolutely critical to Beartooth’s success, forming the foundation for the Beartooth team and catalyzing the team’s work. Ultimately, a successful Executive Assistant & Team Catalyst will enable the Principal to focus on nothing but the work that only he is able to perform. The Executive Assistant & Team Catalyst will need to be passionate about the company’s mission and driven to enable the team to succeed. The Executive Assistant & Team Catalyst will primarily accomplish this by playing the leading role in managing external relationships for the Principal, on both a professional and personal level. This will include:

- Acting as a gatekeeper for the Principal by managing multiple inbound and outbound channels of communication (phone, email, instant message, etc.) with a high level of raw intelligence, emotional intelligence, empathy, warmth, and other communications skills relevant to the situation.
- Performing administrative tasks (scheduling meetings, making travel arrangements, coordinating events, managing logistics, record-keeping, managing expenses, running errands, and other activities) with fanatical attention to detail, priorities, quality output, and timeliness.
- Connecting the organization together by undertaking both delegated and self-assigned tasks critical to Beartooth’s success. Tasks will vary widely, ranging from oversight of contractors, management of land purchase and sale logistics, internal and external event planning, and more.
- Stepping in to fill any, and all, gaps in the small, fast-moving team.

The position includes professional assignments of a highly confidential nature and interactions which necessitate extreme dexterity, respect, and discretion. The position requires excellent organization and communication skills (both written and verbal), emotional intelligence, fanatical attention to detail, and the ability to multi-task. A passion for the work, joyful disposition, and a willingness to jump in to help wherever needed are also necessities.

**To apply:**

Please send a resume and a single-page Letter of Interest explaining how your passions, skills, goals, and background fit the responsibilities of the role to [carrie@beartoothgroup.com](mailto:carrie@beartoothgroup.com) and reference 'Executive Assistant & Team Catalyst' in the subject line.