Immanuel Lutheran Communities is a non-profit, faith-based care home. We opened in 1957 and have long been northwest Montana's care home of choice. We have a legacy of being the area's leader in the progression of care needs, and most of our neighbors have family or friends who have stayed with us. We are a caring and tolerant Christian community, working with & serving people from all faiths and cultures.
We offer Independent & Assisted Living at Buffalo Hill Terrace, rehabilitation care (usually after surgery or an injury) at the Retreat, and long-term & hospice care at our Skilled Care Center. We are in the final 2 years of expanding, due to the constant demand for our services. We are adding more apartments and rooms in all of our service areas. We are the largest non-hospital healthcare provider in western Montana, currently employing more than 300 people.

**We have an immediate opening as the Executive Assistant to the CEO**.

This is a full-time position, flexible hours required.
The primary function of this position is to support our CEO. The Executive Assistant does extensive scheduling, is a direct liaison with all staff members, keeps the CEO and other leaders informed, prepares presentations, information packages and venue set-up for meetings, takes & publishes minutes of meetings, creates communication pieces (Word, Excel, Power Point) to present to employees, the Board, and community functions, and has a number of other duties typical of this high-level Assistant role. Social media experience is a plus, but not required.

The secondary function of this position is to support the Finance and HR department. This supporting role may include inputs and review of projects, filing, and copying, scanning, mail opening / sorting, and making bank deposits. Lastly, this individual may be asked to support other department in completing assistant based duties or clerical task.

To be successful in this role, a person typically needs several years' success in a position which required organization, tact, problem solving, occasional long hours, and the ability to self-schedule. Exemplary speaking, writing and listening skills are essential