



POSITION ANNOUNCEMENT Human Resource Specialist

NCAT is a private non-profit corporation that works to foster and promote sustainable technologies and systems, especially for the benefit of economically disadvantaged individuals and communities. This full-time position will be based in NCAT's Butte, Montana office.

QUALIFICATIONS: Minimum requirements include an equivalency of a BA or BS degree in Business Administration, Human Resources or a related field with experience working in a multi-faceted human resource environment. The position requires working knowledge of human resource legal and reporting requirements, familiarity with personnel software such as People Trak and personnel procedures, excellent verbal and written communication and computer skills, organizational skills and ability to work independently or in a team environment. Experience working in a multi-state personnel environment would be useful.

RESPONSIBILITIES: The position is responsible for maintaining personnel records and the administration of personnel policies, procedures and legal requirements for NCAT and its for-profit subsidiaries. The position assists with personnel recruitment and retention, oversees changes in employee status, oversees benefits administration, and helps complete federal contract reporting requirements.

SALARY AND BENEFITS: Salary range is depending on qualifications and experience. Excellent benefits include paid vacation and holidays, health, life and disability insurance, a cafeteria and 401(k) plan and a pleasant, professional office environment. There is a year probationary period.

APPLICATION PROCESS: If you meet these qualifications and are interested in becoming an integral part of the NCAT team we want to hear from you. Applications will be accepted through December 12, 2008 or until a suitable candidate can be identified. Early applications are encouraged and will be considered as they are received. Each applicant must submit a cover letter highlighting experience and skills relevant to the listed qualifications, a current resume, and a completed NCAT application form. For further information or to receive an application form, please contact Jody Krzan in the Butte, Montana office at (406)494-4572, email: jodyk@ncat.org. Incomplete applications or references on the application to "see resume" will not be considered. Applicants can visit www.ncat.org for a gateway to Web sites and projects developed by NCAT staff. Send completed application material to Jody Krzan, NCAT Personnel Office, P.O. Box 3838, Butte, MT 59702.

It is NCAT's policy and organizational philosophy to ensure that all of our employment practices, including recruitment and hiring, are administered for all individuals without regard to color, race, religion, sex, national origin, age, disability, marital or veteran status.

NCAT Regional Offices:

- P.O. Box 3657 ~ Fayetteville, AR 72702
- 53020 Hitchcock Ave. ~ Lewis, IA 51544
- P.O. Box 2218 ~ Davis, CA 95617
- 48 Church Road ~ Shavertown, PA 18708
- P.O. Box 1435 ~ Hammond, LA 70404