

JG Research & Evaluation is seeking a Program and Operations Assistant with strong organizational skills and attention to detail to assist our Operations staff. The Program and Operations Assistant will work with colleagues on the Operations and Leadership team, support other projects teams, and strengthen day-to-day internal workflows.

Day-to-day tasks will include:

- Provide administrative and program support for internal projects including organizing proposal materials, resumes, project deliverables, maintaining Dropbox files, and one-off tasks for project teams (50%)
- Assist Operations and Leadership team with administrative tasks including receipts, travel and monthly reimbursements, and related tasks (20%)
- Coordinate travel logistics for conferences, project related travel, and annual staff meetings (10%)
- Support organizational technology needs including maintaining active software and project subscriptions and warranties. Assist with technology troubleshooting and coordinating support as needed (10%)

This role is within the Operations team, reporting to the Operations Manager. For this position, we are looking to build and strengthen our internal program and operations capacity. We are looking for someone who is passionate and energized by organization and systems, has strong attention to detail, and is interested in supporting organizational capacity for JG.

JG Research and Evaluation is a small, privately owned company with offices in Bozeman, MT and Missoula, MT, and staff in Montana, New England, and the Mid-Atlantic. We focus on work in public health and epidemiology, agricultural and natural resource management, and rural livelihoods, using a variety of approaches and methods to present information in ways that are useful to clients. This position could be fully remote or hybrid. We offer flexible work hours and value a balance between work and play for ourselves and our employees.

Must have qualifications:

- Excellent time management skills
- Ability to adapt to changing priorities
- Strong organizational skills and attention to detail
- Basic proficiency with Microsoft Office Suite and Google Suite
- Strong written and verbal communication skills

Preferred qualifications:

- Experience working on remote or hybrid teams
- Ability to balance multiple deadlines and prioritize tasks individually and with colleagues
- Experience with office operations or administrative support
- Experience with social media and/or websites and communication
- Education and/or experience working in one or more JG focus areas (health, human services, food systems, natural resources) or a related applied social science field

In addition to the above qualifications, because we are a relatively small company, we are looking for employees who are flexible, curious to learn new things, and willing to take on both daily logistical tasks and big ideas. We are committed to supporting our employees in their own professional development, and to mentoring staff as they progress in their careers.

We value the strength that comes from diverse identities and perspectives, and we welcome applications from individuals of all backgrounds. Please consider applying if you think you have the combination of skills and experience to take on the role that is posted, even if you don't meet every preferred qualification.

Salary and benefits:

- Position is 20-25 hours per week
- Pay range is \$26.00-\$32.00 per hour
- Paid time off and sick leave
- Monthly internet and cell phone reimbursement
- Annual office closure (December 24th-January 1st)
- Paid family and medical leave (up to 12 weeks per year)
- Generous contributions to employee retirement account (no required employee match)
- Tax-free health care reimbursement (\$500 per month)

To apply, please send the following to kristal@jgresearch.org:

- Current resume outlining relevant experience, skills, and qualifications for this role
- Cover letter explaining your interest in the position and how your background aligns with our mission
- Three professional references (name, title, relationship to you, and contact information)
Please note we will not contact references until candidates reach the final round of interviews

Applications will be reviewed on a rolling basis until July 31st, 2026. Preferred start date is September 7th, 2026.

Questions can be directed to Molly Neu (molly@jgresearch.org) or Kristal Jones (kristal@jgresearch.org).