Memo

To: Summit employees, board members, volunteers and interested parties  
From: Mike Mayer, Executive Director  
Date: November 12, 2021  
Re: Notice of position opening

Summit Independent Living is taking applications for a full-time Community Living Specialist position in Missoula. The primary responsibilities of this job include providing advocacy and other independent living services to people with disabilities on affordable and accessible housing and other community resources, and assisting Summit’s advocacy coordinator with local and statewide advocacy, public education and technical assistance initiatives. Also assists with outreach, systems change and public awareness activities to improve service systems, develop community resources and advance the civil rights of people with disabilities.

Please refer to the enclosed job description for a complete listing of job duties, responsibilities and required qualifications.

This position is a full-time, 40 hours/week position with a starting wage of $16-$17 per hour, depending on qualifications. Benefits include health insurance, life insurance, paid holidays, 401(k) plan, flexible spending plan, personal allowable leave for vacation and sick days, and long-term illness leave.

Individuals interested in applying must submit a current resume, Summit employment application, and a cover letter. **Position open until filled.** Application materials are available for download on Summit’s website at [www.summitilc.org/about/employment](http://www.summitilc.org/about/employment). Submit application materials to:

Mike Mayer, Executive Director  
Summit Independent Living  
700 SW Higgins, Suite 101  
Missoula, Montana 59803

OR via email to mmayer@summitilc.org or banderson@summitilc.org

For more information regarding the job duties, qualifications, wage and benefits, or application process please contact Mike Mayer at (406) 728-1630 or mmayer@summitilc.org.

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Summit provides reasonable accommodations for any known disabilities of applicants and/or employees to enable them to complete the application process and/or perform the essential functions of their jobs.