



## **Administrative Assistant**

Job Description

Updated 5/3/2021

Position Reports To: Juliet Garcia Gonzales, Director of Operations

FLSA Status: Non-exempt

NMAA Status: Part-time

### **Position Summary:**

This person will contribute to the mission of the NMAA by handling incoming calls and requests for information, performing general office duties, managing files and office systems, managing our membership program, assisting with writing and editing, updating our database, and supporting the various programs and projects of the NMAA. Experience in a non-profit setting is highly desirable. The salary for this position is competitive. The work location is in the Santa Fe Office. Some travel and fieldwork will be required when it is safe depending on COVID-19 restrictions.

### **Duties and Responsibilities:**

- Assist Executive Director and Director of Operations with various administrative duties including maintaining officer and server files, scheduling meetings, etc.
- Assist Executive Director and Director of Operations with scheduling and coordination of various meetings including Concilio, committees, working groups, etc.
- Maintains event files and documentation and sign-in sheets (electronic and print)
- Assists with organizing and maintaining acequia files and acequia database
- Manage and coordinate project supplies, office supplies, and merchandise
- Assist with mail and email correspondence
- Attend staff meetings and assist with notetaking
- Assist with answering and logging phone calls and emails
- Assist with membership coordination
- Assist with event planning and coordination including the Congreso de las Acequias and other special events
- Assists with deposits and recording mail
- Assists with general office functions including copying, faxing, filing, office errands, etc.
- Other duties as directed

**Qualifications:**

- Knowledge of NM acequia communities, their culture, traditional agricultural practices, and issues related to acequia water rights.
- Great phone etiquette, good communication skills, and good writing skills.
- Ability to both work independently and as part of a team.
- Ability to work flexible hours and weekends during peak activities as needed.
- Conflict management skills and the ability to interact effectively with people from a variety of backgrounds.
- Bilingual speaker English/Spanish highly desired.
- Good computer skills and experience with maintaining databases, working knowledge of Windows operating systems, Microsoft Office Suite and Google Mail.

If you are interested in applying for the position please send a cover letter and resume to [juliet@lasacequias.org](mailto:juliet@lasacequias.org)

*NMAA is an equal opportunity employer that values a diversity, equity, and inclusion.  
We cultivate a respectful and collaborative work environment.*