



JOB DESCRIPTION

Executive Assistant

Full Time, Non-Exempt

Reports to Executive Director

The NMAA is a statewide, membership-based association of acequias and community ditches in New Mexico. We work to protect water and revitalize agriculture through community education and advocacy. The Executive Assistant works under the direct supervision of the Executive Director and provides administrative and programmatic support to the management team. This position will play a vital role in the organization by 1) managing and screening incoming emails, phone calls, and mail, 2) assisting the management team in prioritizing incoming inquiries accordingly, and 3) tracking the timely responses to inquiries as needed. The EA will also assist with office management duties.

This position also requires supporting the Executive Director and management team with calendar and event coordination, implementation of systems for membership and donor tracking, and serving as a first point of contact in the office in Santa Fe by phone or in person. Other key functions include assisting the Executive Director with administrative and program support, research and data compilation, maintaining contractor and grant files, and assisting with basic accounting duties as needed.

Experience in a non-profit, community-based work setting is required. The ideal candidate for this position must be friendly, outgoing, and a willing to take on complex tasks. The position requires excellent communication and writing skills, experience relevant to the position, and the ability to work collaboratively with a diverse team and community.

Additional Duties:

- Manage incoming inquiries by phone, email, or in person requests for assistance using Google docs and a CRM database.
- Attend meetings of staff, board, and committees and assist with notetaking as needed.
- Maintain and implement the NMAA database with information about membership, services, and donors in collaboration with other NMAA staff.
- Assist Executive Director with administrative tasks including managing phone and email messages.
- Assist with writing tasks including drafting correspondence, proofreading documents, etc.
- Other duties as needed.

Qualifications Required:

- Excellent communication skills (written, verbal, and electronic).
- Degree or certification in a related field or the equivalent of experience.

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- Two years minimum experience with in a non-profit or community-based setting.
- Ability to complete projects and tasks efficiently and independently with minimal supervision.
- Valid Driver's License and proof of current automobile insurance.
- Experience and knowledge of NM acequia communities, their culture, and issues related to water and agriculture.
- English-Spanish bilingual ability is strongly desirable.
- Ability to both work independently and as part of a team.
- Ability to work flexible hours and weekends during peak activities.
- Good computer skills and experience with Word, Excel, Google Mail, and various databases.

Additional Information:

- Requires in-state travel to acequia communities and attendance of workshops, meetings, and conferences. Under normal circumstances, attendance will be in-person. Due to COVID-19, some travel or meetings are temporarily suspended until it is deemed safe to resume such activities.
- Requires sitting at a computer for 4 to 8 hours per day when not traveling.
- NMAA is currently working using a hybrid model with some staff working in the office for part of the week. This position requires 2-3 days per week in person work in the NMAA office.
- NMAA strives to provide a healthy workplace and a safe environment for community members. Employment requires compliance with any COVID-safe policies and procedures, which are updated periodically based on the status of the pandemic.
- In relation to office work, the position may require bending and lifting materials up to 35lbs and frequent, daily use of stairs to access upstairs staff offices.

Compensation:

- Starting salary is negotiable and commensurate with qualifications and experience.
- Includes benefit package that includes health insurance, retirement plan, paid leave, and other benefits.

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