



JOB DESCRIPTION

Position: Executive Assistant
Classification: Full-Time, Non-Exempt
Reports To: Program Director
Date: October 10, 2023

About the New Mexico Acequia Association (NMAA): The NMAA is a statewide, membership-based association of acequias and community ditches in New Mexico. Our mission is to protect water and acequias, grow food for our families, and honor our cultural heritage. NMAA's work is rooted in social, environmental, and economic justice.

Position Summary: The NMAA is seeking a person who is passionate about acequias, water, food, and culture to serve as Executive Assistant. 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 Executive Assistant will also assist with office management duties and with specific projects as needed.

The ideal candidate for this position must be friendly, outgoing, and a willing to work on detailed tasks. The position requires excellent communication and writing skills, experience relevant to the position, extensive in person work, the ability to travel statewide, and the ability to work collaboratively with a diverse team and community.

Duties and Responsibilities:

- Assist Executive Director with administrative tasks including managing phone and email messages, attending meetings, scheduling, and preparing meeting materials as well as drafting correspondence, proofreading documents, etc.
- Assist the Operations Director to manage the office filing system for accounts payable and receivables as well as files for grants, donations, vendors, and contractors.
- Manage incoming inquiries by phone, email, or in person requests for assistance using NMAA's database. Serve as the first point of contact for individuals contacting NMAA in person or by phone.
- Attend meetings of staff, board, and committees and assist with notetaking as needed.
- Assist with managing information about membership, services, and donors to ensure effective tracking through the NMAA database software.
- Attending staff meetings and assisting with other duties as needed.

Qualifications: NMAA is seeking a person with passion for acequias, land and water, culture, and food traditions who would make a good addition to our team.

- Experience and knowledge of acequia communities, their culture, and issues related to water and agriculture.
- Relevant experience in New Mexico in community advocacy or public service.
- Degree or training in relevant field or the equivalent of experience.
- Demonstrated ability to work both independently and collaboratively to identify creative solutions to complex problems;
- Knowledge of and willingness to learn new skills, systems, and technologies.
- A commitment to environmental justice and to uplifting the voices of traditional, land-based communities.
- Ability and willingness to travel throughout the state for meetings and other events;
- English-Spanish bilingual ability.
- Ability to work flexible hours and weekends during peak activities.

Requirements:

- Good computer skills and experience with Word, Excel, Google Mail, Powerpoint, various databases, and publishing software. Willingness to gain a high level of proficiency with Powerbase.
- Requires hybrid work, which includes work from home, work in NMAA's Santa Fe office, and attendance of in person meetings statewide.
- Requires sitting at a computer for 4 to 8 hours per day.
- The position may require physical activity in attending meetings, field visits to acequias, and assisting the NMAA team with activities related to meeting set-up.
- Valid Driver's License and automobile insurance.

Compensation:

- Salary starts at \$45,000 but is negotiable depending on experience and qualifications.
- Includes benefit package that includes health insurance, vision and dental insurance, retirement plan, vacation days, and other benefits.

Application Process:

- Please send a cover letter and resume detailing qualifications for this position along with three professional references to paula@lasacequias.org.
- NMAA will conduct interviews with qualified candidates until the position is filled. Candidates selected for interview may be required to submit a writing sample.
- Interviews will start November 27, 2023 and the position will remain open until filled.

NMAA is an equal opportunity employer that values a diverse, respectful, and collaborative work environment. We support diversity, equity, inclusion, and justice in our work and in our workplace.