

## NewMexicoWomen.Org Job Description

**Position title:** Administrative Assistant

**Reports to:** Senior Operations Manager

**Location:** Santa Fe, NM

**Exempt/non-exempt status:** Non-exempt, 24 hours per week

### Background

NewMexicoWomen.Org (NMW.O) advances opportunities for self-identified women and girls statewide so they can lead healthy, self-sufficient, and empowered lives. The strategic focus of our work is gender justice and healing. Gender justice encompasses social, environmental, racial, and economic justice issues with an underlying commitment to end patriarchy. Healing, a process of restoring health from an unbalanced or unhealthy state, is a priority because communities statewide emphasized it as both a powerful restorative process and outcome unto itself.

### Strategic Goals:

- **Strengthen** the gender justice movement in New Mexico by partnering with organizations primarily led by, or serving self-identified women of color, low income, immigrant, and rural communities.
- **Serve** as a hub and resource to amplify the work of those supporting or working towards gender justice and healing at the grassroots level.
- **Increase** philanthropic investment in organizations working on gender justice and healing for self-identified women and girls in New Mexico.
- **Shift** the narrative around gender justice, healing, and intersectional feminism in New Mexico.

### Summary

The Administrative Assistant (AA) is responsible for supporting the operations and resource development teams with the day-to-day operations of NewMexicoWomen.Org by carrying out a variety of clerical tasks, including office management, workplace tasks, data entry and personnel support items.

### Principal Roles and Responsibilities

- **Office Administration**
  - Provides support to ensure the day-to-day functioning of the office.
  - Provides phone reception and greets visitors.
  - Partners with the Senior Operations Manager to maintain the office cleaning schedule and ensures office is well maintained and organized.
  - Keeps office stocked with all necessary supplies to function smoothly.
  - Ensures general office equipment is in working order.
  - Other tasks and duties related to general office operations.
- **Administration and Logistics Coordination**
  - Supports the operations team with clerical and administrative projects and tasks.
  - Supports the team with vendor communication.
  - Helps staff and Board arrange travel plans and itineraries.
  - Checks mail and processes incoming mail.

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- Maintains all filing systems.
  - Manages incoming calls and voicemail.
  - Manages the conference room schedule and coordinates logistics for all in-person meetings including external partners, staff, team, and Board meetings.
  - Assists with organizing, scheduling, and taking minutes at Board meetings.
  - Supports with managing the calendar, scheduling and note taking for the Executive Director.
  - Supports all NMW.O staff with the production of events, where needed.
- **Resource Development Support**
    - Support for specific resource development projects and activities.
    - Processes all donations, pledges, and grant revenue in DonorPerfect.
    - Provides donation batch reports to leadership.
    - Supports the Development Director in maintaining accurate and up to date data in DonorPerfect.
    - Drafts and sends recognition and acknowledgement letters to donors in a timely manner.
    - Supports the Development Director in producing accurate reports and lists from DonorPerfect as needed for Board meetings, fundraising events, annual reports, annual appeals, and communications.
    - May be assigned other tasks and duties.

### Core competencies

- Associates degree or equivalent.
- Proven experience of at least 3 years as an administrative assistant.
- Highly proficient in use of Microsoft Office.
- Confident working with database systems and willingness to learn new software and CRM tools.
- Strong attention to detail.
- Excellent communication skills (written and verbal).
- Knowledge of office management systems, organization and procedures.
- Ability to work independently and collaboratively with a team.
- Ability to prioritize competing tasks and projects.
- Maintains confidentiality with sensitive information.
- Willingness to address conflicts or issues as they arise.
- Strong critical thinking skills, curiosity and eagerness to learn.
- Creativity, humility, humor, kindness, and flexibility.
- Contributes to creating a warm, caring and supportive workspace, friendly to community and families.
- Commitment to inclusive and anti-racist practices and policies.
- Commitment to the mission of NewMexicoWomen.Org and values of social and gender justice.
- Commitment to practicing equity in all aspects of the work.

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### **Preferred**

- Proficient with donor management software.
- Experience with event planning.
- Some understanding and analysis of gender and social justice topics in New Mexico.
- Experience working with non-profits, community organizing or the philanthropic sector.
- Experience / knowledge working with New Mexico's diverse communities.

### **Working Conditions:**

- NMW.O encourages work flexibility to ensure a harmonious work-life balance.
- NMW.O works in a hybrid environment. Employees can work from home and/or at our Santa Fe office with agreed upon expectations, defined goals and clear communication practices.
- Willingness to work in the Santa Fe office at least two times a week to conduct in office tasks is required for this position.
- Attendance at in-person meetings and team building activities in Santa Fe is required.
- This is a year-round position that may require some evening and weekend hours including statewide travel and occasional attendance to local and national conferences.
- Work requires only minor physical exertion and/or physical strain.
- NMW.O staff are encouraged to engage in movement and/or self-care practices throughout the day.
- NMW.O is an equal opportunity employer that actively seeks a diverse work force. We consider applicants for all positions without regard to race, color, religion, sex, age, national origin, ancestry, disability, marital status, sexual orientation, gender expression, or any other legally protected status. Self-identified women of color, trans, and non-binary people are strongly encouraged to apply.

**Compensation:** The salary range for this position is \$35,000 - \$39,000 for a 24-hour work week. NMW.O offers competitive benefits including health, dental and vision insurance, an annual healing and self-care stipend, a retirement plan match, flexible work schedule, and generous amounts of paid time-off.

### **To Apply:**

- For best consideration, please send resume, cover letter, a writing sample, and a list of three references by March 22nd to [info@newmexicowomen.org](mailto:info@newmexicowomen.org). The position opened until filled.