



## *New Mexico Wilderness Alliance*

October 19, 2017

**Title:** Administrative Assistant  
**Classification:** Part-Time Hourly 20+  
**Location:** Albuquerque, New Mexico  
**Pay Rate:** DOE – Competitive Pay  
**Reports to:** Office Manager  
**Closing Date:** Open Until Filled

### **OVERVIEW:**

New Mexico Wild seeks an experienced professional to join its team as an administrative assistant. The individual selected will provide administrative support to our office team and aid in the day to day operations. The ideal candidate will be expected to handle a range of administrative duties, while being able to work independently and as a team. This person must be well organized, flexible and enjoy ever changing challenges.

### **RESPONSIBILITIES:**

Provide administrative support and handles a variety of situations involving the clerical and administrative function of the office. Responsible for confidential and time sensitive material. Prepares routine correspondence including weekly letters. Responsible for conducting research, handling information requests, and performing clerical functions such as receiving visitors, arranging conference calls, and scheduling meetings.

### **ADDITIONAL RESPONSIBILITIES:**

- Donor Database Entry & Management
- Constant Contact Experience
- Digital & Physical Filing Experience
- Large Mailings Preparation
- Event Support and Tabling
- Office Supplies Ordering
- Meeting Prep. & Notes
- Processing Online Donations
- Processing & Mailing Online Sales
- Regularly clean and organize common office areas



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### **QUALIFICATIONS:**

- Associate's Degree or equivalent experience
- Minimum of two years-experience providing administrative support
- Previous experience with non-profit organizations desired.
- Able to work well in a team environment, handle multiple assignments and meet deadlines.
- Strong written communication skills.
- Attention to detail.

### **HOW TO APPLY:**

Send cover letter & resume to [jobs@nmwild.org](mailto:jobs@nmwild.org).

New Mexico Wilderness Alliance is an equal opportunity employer and actively works to ensure fair and equal treatment of its employees regardless of differences based on culture, socioeconomic status, race, marital or family situation, gender, age, ethnicity, religious beliefs, physical ability or sexual orientation.

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