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**National Education Association of New Mexico
Vacancy Announcement
Associate Staff -- Program Assistant**

Posting Date: May 10, 2019

The National Education Association of New Mexico, a statewide public education employee association, seeks qualified applicants for a full-time, Associate Staff position to provide administrative and organizing support. The selected individual will function as support for organizing and communications programs; develop and support data systems; update and maintain the website and other communications; and provide organizing and capacity building support to leaders, members and staff. The successful applicant must assist in design solutions (organize ideas visually to convey a message) and follow through with implementation, be customer-service oriented, process membership in the association's database (Interactive Membership Services or IMS) answer the phones and perform various clerical tasks. This position is in the Santa Fe headquarters office; it is a bargaining unit position with a competitive benefits package.

MINIMUM QUALIFICATIONS:

- Excellent oral, written and interpersonal communications
- Ability to gather and organize information, develop report formats, etc.
- Proficiency in various computer technologies in a Window-based PC environment
- Ability to work in a team environment
- Effective records maintenance skills
- Ability to expand knowledge and skills in a rapidly changing environment
- Ability to complete multiple projects with shifting priorities and to meet deadlines under pressure
- Ability to work with minimal supervision
- Ability to provide support to professional staff and/or manager as required by the assignment
- Event planning skills
- Demonstrated experience with content management systems and basic website design
- Experience updating and maintaining databases or other data systems
- Ability to engage with and quickly learn new systems
- Comfort and ability interacting with member-leaders as both a resource and coach
- Willingness to and comfortable with providing creative and critical feedback to colleagues to enhance the team environment
- Commitment to the overall organizational vision and creating campaigns that support and enhance that vision
- Ability to spend long hours sitting and using office equipment and computers, which can cause muscle strain.
- Ability to regularly lifting 60 plus pounds of supplies and materials.
- Experience with use of Nikon D5200 camera.

DESIRED QUALIFICATIONS:

- Experience with Interactive Membership Systems (IMS)
- Experience with the Voter Activation Network (VAN)
- Desire and ability to grow skills as an organizer

PRIMARY RESPONSIBILITIES:

- Provide administrative support to the assigned professional staff and manager(s)
- Consult, advise and assist members with various activities of membership recruitment and retention
- Process member applications and maintain accurate membership records
- Work with professional staff, leaders and other Association staff to plan and implement leadership development trainings and events
- Support the communications program including updating and maintaining the website and social media
- Provide support to member/leader groups as assigned
- Provide support for organizing and capacity building efforts with leaders, members, and staff
- Provide data and technology support for the Unit and programs
- Review materials and messaging created by members, leaders, and other staff to provide feedback for improvement/enhancement
- Provide support for other duties as assigned.

PROGRAMS/SKILLS:

- PC and MAC
- Microsoft Office Programs (Word, Excel, Publisher)
- Adobe Design Suite Programs
- WordPress
- Citrix
- Interactive Membership Services (IMS)
- Voter Activation Network (VAN)
- Nikon D5200
- Any other specialized software related to functional area

OFFICE EQUIPMENT:

Konica/Minolta Copiers, Staple Machine, Folding Machine, Cutting Machine, Postage Machine

COMPENSATION AND BENEFITS:

This is a full-time bargaining unit position, with salary range based upon prior experience. Fringe benefits include liberal vacation, sick leave, holidays, health, dental, disability and life insurance, and a defined contribution retirement benefit and 401(k) plan.

APPLICATION PROCESS:

A letter of interest, a resume with three (3) references, and the NEA-NM application form must be received by **Friday, May 24, 2019**, at 5:00 p.m. MST. The NEA-NM application form is available by clicking on "Job Opportunities" within the "About Us" section of the NEA-NM website, nea-nm.org.

Email all information to ebrycelea@neanm.org. The cover letter should be addressed to Edith Brycelea, Deputy Executive Director of Operations, NEA-New Mexico, 2007 Botolph Road, Santa Fe, NM 87505.

**The National Education Association of New Mexico is an Equal Opportunity Employer
and Encourages Women and Minorities to Apply.**