



# NEW MEXICO FIRST

*People. Ideas. Progress.*

**JOB DESCRIPTION:** Administrative Assistant  
New Mexico First, May 2021

## General Information

New Mexico First is a nonprofit public policy organization that advances nonpartisan research and citizen engagement. Our mission is to be a catalyst for positive change by engaging citizens in policy and enabling action. The organization's primary focus areas are education, economy, health, natural resources, and good governance. New Mexico First conducts the following types of activities: 1) Statewide town halls on critical issues, resulting in actionable recommendations for policymakers which are supported by nonpartisan implementation teams; 2) Comprehensive policy reports and briefs for lawmakers and the public; 3) Specialized forums, hearings, or strategic retreats for communities or organizations needing consensus-based input and guidance from their stakeholders; 4) First Forum lecture series highlighting national public policy and civic engagement issues, and 5) targeted outreach and advocacy for policy positions aligned to town hall recommendations. [www.nmfirst.org](http://www.nmfirst.org)

## New Mexico First Values

- Meaningfully engaging New Mexicans in public policy
- Striving for and respecting consensus
- Pursuing and respecting diverse points of views
- Ensuring inclusion and transparency
- Rising above partisan politics
- Changing policy to improve people's lives
- Creating an informed citizenry that is powerfully motivated
- Reaching out statewide including rural and tribal communities
- Partnering with others
- Promoting civility
- Democracy at its best

## Responsibilities

### Office Duties 30%

- Responsible for office equipment and supply maintenance and ordering;
- Responsible for processing mail;
- Organize the necessary records and materials, with the approval of the president, to provide accountant with the information needed to prepare financial statements. Event and Meeting Duties 20%
- Manage logistics for events and meetings in cooperation with the president/executive director and staff who are key to the effort;
- Draft meeting agendas, meeting and event invitations, attendance confirmations, meeting minutes;
- Prepare materials and equipment and printing materials required for meetings and events;
- Schedule meetings based on guidance from the president/executive director;
- Zoom/Microsoft Teams: Host meetings and administer accounts as needed.

**Database Management 15%**

- Support database management for New Mexico First contact database;
- Support data collection, data entry, updating data sets.

**Communication 30%**

- Responsible for social media outreach, marketing, and analytics;
- Creation of simple graphics using Canva or similar platform;
- Maintain and update website with input from team members;
- Send communication via Mail Chimp and email as appropriate;
- Support regularly scheduled organization newsletter with input from staff.

**Board of Directors 15%**

- Work closely with president/executive director to manage communications with the board;
- Schedule board meetings and committee meetings, including the executive committee;
- Create meeting materials with input from president and staff;
- Manage board and board committee travel and technology logistics when necessary.

**Other duties as assigned 10%****Qualifications/Knowledge/Skills**

- Associate degree with more than three years of related experience-related advanced education will be considered instead of experience on a year-for-year basis;
- Strong professional writing skills;
- Excellent relational, communication, analytical, and organizational skills as well as a reflective stance indicative of an ability to learn from experience;
- Detail and goal orientation toward tasks and deliverables;
- Willingness to learn and use a variety of technology-based systems and programs;
- Willingness to travel statewide, and occasionally out-of-state;
- Demonstrated ability to work effectively and build principled relationships with diverse stakeholder groups and foster trust from engagement and planning to implementation and evaluation of public policy efforts;
- Strong interpersonal skills that demonstrate the ability to partner well with staff and volunteers and in a team environment;
- Mature judgment in resolving problems.

**Salary and Benefits**

Salary commensurate with experience within a range of \$35,000 to \$40,000.

New Mexico First staff employed more than 20 hours/week are eligible for benefits.

**To Apply**

- Please send resume and cover letter with a description of how your educational and professional experience is a match for this position along with your salary requirements to [info@nmfirst.org](mailto:info@nmfirst.org)
- Please include three professional references;
- Position posted until filled.