

COMPANY SUMMARY:

Junior Achievement: Empowering young people to own their economic success®

Junior Achievement of New Mexico's (JA of NM's) purpose is to inspire and prepare young people to succeed in a global economy. JA of NM reaches thousands of students annually with relevant, hands-on learning experiences that teach young people to manage their money, plan for their economic future, own their own businesses, and develop readiness for careers or college.

Junior Achievement associates across the country are known for their passion for the JA mission, which brings together business and education to work with students in kindergarten through high school so they are empowered to own their economic success. JA of NM offers a collaborative, inclusive work environment and the opportunity to impact the lives of young people in our community.

POSITION CONCEPT: The Assistant to the President is responsible for providing support to the President of Junior Achievement of New Mexico for all tasks related to administrative and office management functions. This position corresponds with key constituents of JA of NM, tracks the donor and funding database, assists with the marketing of the programs, develops/edits written documents, and provides administrative and office management support to the President. This is a high-paced position.

PRIMARY RESPONSIBILITIES:

- Assist President with meeting planning and e-mail correspondence.
- Assist President with corresponding and communicating with the JA of NM Board of Directors.
- Fundraising/Development
 - Assist President with stewardship of and communication with JA of NM donors.
 - Assist with the tracking of donor information and donor gifts.
 - Assist with annual appeals.
- Complete general office duties (i.e., maintenance of office equipment; ordering office supplies; communicating with building management; copying, scanning and sending documents; data entry; completing online administrative functions, etc.).
- Assist Program Manager & President with stewardship/retention of volunteers and educators.
- Assist the President with grant management and the production of proposals and other written material.
- Assist President with correspondence with JA of NM Accountant; complete basic financial administration tasks.
- Assist with the marketing of JA of NM programs through social media, e-mails, the JA of NM website, and printed materials.
- Assist with assigning duties to work/study staff members, interns and office volunteers.
- Complete short-term projects, under the direction of the President.
- Attend Junior Achievement events and meetings, including hours beyond the traditional workday.
- Other projects and tasks, as required.

EDUCATION/EXPERIENCE REQUIRED:

High School Diploma and two years of related experience. Excellent oral and written communication skills and interpersonal skills; organization and planning skills; and evidence of problem solving and creative ability.

Excellent computer literacy (Microsoft Office, Google & Dropbox products); familiarity with database functions, social media content/postings and online administrative functions.

OTHER REQUIREMENTS: Some travel by car in central New Mexico & Santa Fe required. The Assistant to the President will be required to use her/his own vehicle. All mileage is reimbursed.

PHYSICAL REQUIREMENTS: The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to: sit, walk, occasionally required to reach with hands and arms, continually required to talk or hear, occasionally required to bend, lift, or climb, infrequently required to lift and carry light weights (less than 35 pounds), and specific vision abilities include: close vision, distance vision, and ability to adjust or focus.

POSITION SPECIFICATIONS

- Part-time, Permanent Position
 - 25 hours/week
 - This position is non-exempt.
- Hourly Wage
 - \$11.50 to \$14.50 DOE

BENEFITS

- Dental Plan
- Group & AD&D Life Insurance
- Long-Term Disability Insurance
- Generous Vacation, Sick and Holiday Leave