



Job Title:
Executive Administrative Assistant

Closing: June 23, 2017

Organization

The Community Foundation of Southern New Mexico is celebrating its 17th year of community service, acting as a non-profit center for charitable giving in southern New Mexico. We support the arts, feed the hungry, expand literacy, provide scholarships, improve health, and support countless other meaningful causes in southern New Mexico.

Summary

Under general supervision: coordinates, oversees, and/or performs a wide variety of administrative support activities supporting the Executive Director and the staff of the Community Foundation of Southern New Mexico. Provides and coordinates office support. Coordinates special events within the office. May serve in a variety of ways to support the overall mission of the organization. Assignments may be confidential in nature.

Salary Range: Commensurate with experience

Major Responsibilities/Duties

- Provides office support for the Community Foundation of Southern New Mexico, to include screening and handling telephone communications, greeting and directing visitors, and dealing with administrative problems and inquiries, as appropriate.
- Serves as a primary point of contact and liaison between the offices, board of directors, donors, and external constituencies on a range of day to day issues.
- Organizes, delivers and maintains 24-hour review of all mail coming into the office; includes proper review and auditing processes for checks, money orders, financial documents, etc.
- Organizes and facilitates meetings and special events; schedules and coordinates dates and times, venues, attendance, agendas, and facilities; takes minutes and provides administrative support and follow up on matters arising from meetings.
- Composes and prepares written documentation and correspondence for the office; screens and evaluates incoming and outgoing correspondence and prepares responses as appropriate.
- Schedules and coordinates appointments and/or travel arrangements, and coordinates and oversees daily office activities.
- Gathers, enters and/or updates data to maintain donor and office records and databases, as appropriate; establishes and maintains files and records for the office.

- Coordinates and oversees the day to day management of supplies, equipment and facilities for the organization, as appropriate, to include maintenance, inventory managements, logistics, security and related activities.
- Assists with scholarship committee work including meeting set up, application review, and awarding processes.
- Enhances professional growth and development through participation in educational programs, current literature, and workshops.
- Maintains a professional demeanor in representing the organization.
- Processes all payroll and organizational bills and payments.
- Serves as primary liaison to accounting.
- Other clerical responsibilities include photocopying, scanning and faxing documents.
- Performs miscellaneous job-related duties as assigned.

Knowledge

Knowledge of executive administrative principles and procedures. Knowledge of planning and scheduling techniques. Knowledge of supplies, equipment, and/or services, ordering and inventory control. Knowledge of computer systems and programs to assist with overall office support. Knowledge and passion for the CFSNM mission and the geographic region.

Skills

Strong interpersonal and communication skills and the ability to work effectively with a wide range of community members. Database management skills. Record maintenance skills. Skills in organizing resources and establishing priorities. Word processing, email, calendar and computer skills required. Ability to create, compose and edit written materials, emails and correspondence within and outside of the office. Ability to coordinate and organize meetings and/or events. Ability to demonstrate attention to detail. Strong communication skills, including a sense of diplomacy, flexibility and discretion.

Required Education

High School Diploma or GED Certificate

Required Experience

Three (3) years of experience related to the standard duties as outlined.

Application

Submit cover letter and resume to the Community Foundation of Southern New Mexico, 2600 El Paseo Road, Las Cruces, NM 88001 or to courtney@cfsnm.org by Friday, June 23. *No phone calls please.*