



**Administrative Assistant  
Job Description  
Part-time - 20 hours per week**

The New Mexico Land Conservancy (NMLC) is a 501(c)(3) not for profit corporation that works statewide with private landowners, community groups and public agencies to conserve significant wildlife habitat, water and other natural resources, productive agricultural land, scenic open space, cultural and historic sites, and recreational lands for conservation purposes and human benefit.

NMLC seeks a motivated and self-starting Administrative Assistant to run an efficient, smooth and effective office; to provide administrative support to other NMLC staff and to Board members; and to assist with a wide variety of other activities and projects as needed. The position reports to the Operations Manager and supervises no staff.

**Main Responsibilities:**

- **Mail:** responsible for incoming and outgoing mail.
- **Telephone:** Answer telephone, take messages and deliver them to staff. When other staff is away, at their request, check and process their voice messages also.
- **Filing:** Keep the file system current and organized. This includes crucial items like minutes, legal and administrative paperwork, financial receipts and bank statements, hours tracking, vacation and sick leave tracking, land conservation project files and retirement plan paperwork.
- **Financials:** Code monthly revenues and expenses, enter checks and deposits into Quickbooks, provide materials to accountant, maintain bank registers, monitor bank balances, orchestrate transfers between accounts, manage accounts payable, prepare invoices, and interface with vendors.
- **Board meetings and events:** Prepare Board packets and distribute them to Board prior to meetings, arrange teleconferences, and assist with other logistics related to meetings and events.
- **Master calendar:** Keep yearly calendar of important dates, including tax filing requirements, Board meetings, update of “Certificate of Good Standing” with PRC, and grant deadlines as instructed.
- **Supplies:** Order supplies in anticipation of needs and at the request of staff.
- **Vendors:** Research alternatives and solicit proposals from vendors upon request from Operations Manager.
- **Office and facility upkeep:** Assist with logistics related to operations and maintenance of the Petchesky Conservation Center.

- **Correspondence:** Draft and finalize correspondence related to all administrative duties and as requested by Executive Director.
- **Research:** Conduct research by telephone, web site and other means as requested by Operations Manager or other staff as needed to support other aspects of NMLC's operations.
- **Errands:** Pick up and delivery as requested.
- **Computer:** Keep digital files and the computer network current and organized. Manage technical support as needed.
- **Mailing list:** Keep Filemaker Pro database current and organized.
- **Miscellaneous:** Fulfill other administrative and operational functions as requested by Operations Manager.

### **Qualifications:**

- Three to five years previous administrative experience, preferably including non-profit work.
- A high school diploma. College degree preferred.
- Valid driver's license.
- Ability to work in an entrepreneurial environment with a variety of duties.
- Strong interpersonal and communication skills, ability to interact positively with staff, Board members, landowners, and outsiders to the organization.
- Strong technical and computer skills and experience, including proficiency with Word, Excel, FileMaker Pro, Quickbooks and PowerPoint.
- Facility using the Internet and web.
- Basic bookkeeping skills.
- Attention to detail and accuracy in one's work.
- Ability to work occasional evenings or weekends.
- Ability to work effectively with a wide variety of people in many different situations.
- Interest in conservation and the mission of the New Mexico Land Conservancy.

### **Compensation**

- Salary: \$12 per hour to start, 20 hours per week.
- Paid holiday, vacation and sick leave.
- Direct expenses, such as mileage, are reimbursed in accordance with IRS regulations.

The New Mexico Land Conservancy is an equal opportunity employer.

**No phone calls please. For further information please see our web site:**  
[www.nmlandconservancy.org](http://www.nmlandconservancy.org)

**Please send your resume and three references to:**

**Admin Recruitment  
 New Mexico Land Conservancy  
 P.O. Box 6759  
 Santa Fe, NM 87502**