



Job Description Executive Assistant

The position of Executive Assistant works 40 hours a week and closely with the Executive Team and Program Managers with a primary focus in supporting the Executive Director. Much of the function of the Executive Assistant is at the center of The Mountain Center's (TMC) operations for the administration role of the organization.

Accountable for the following:

- Supports overall function of the Executive Director's role by assisting with but not limited to:
 - Projects and specific tasks including TMC strategic plan goals.
 - Taking meeting minutes, preparing meeting agendas, communication (internal and external), supporting the Executive Director schedule, and attending meetings as assigned.
 - Supports fundraising activities and events.
 - Supports external communication for the organization
 - Marketing and Communications - Posts events and programs on social media and supports ongoing communication to outward facing media presence as well as supports website maintenance and Coordinates with Communications Coordinator as needed.
 - Writing employee policy and supports the management of TMC employee documents.
 - Grant writing.
 - Drafting, formatting and proofreading documents.
- Manages TMC email system for employees and monitors TMC Info email.
- Manages and monitors general office supplies and office equipment, equipment check out and in process and "Executive Assistant" budget for assigned locations.
- Manages cloud/server folders which may include scanning documents and organizing in the correct folders.
- Manages donor management systems.
- Manages the process of assembling and mailing out annual reports and newsletters.
- Supports Human Resources systems with:
 - Initial onboarding of new staff.
 - Bi-annual file audit of personnel files.
 - Ensures that HR files for staff are complete and works with existing staff and supervisors to update HR paperwork as needed.
 - Manages insurance and benefits enrollment and termination.
 - Oversees training system and deadlines (HIPAA, CPR, First Aid) for all TMC staff.
 - Manages job postings for positions.
 - Supports hiring of potential employees as well as exit interviews as assigned.
- Work with and coordinate with IT contractors as well as troubleshoot problems for all staff IT needs.
- Oversees the function and system for the copy machine and repairs for assigned location.
- Answers phone and gives information to callers, routes calls to appropriate staff members as well as updates TMC phone messaging.

- Greets visitors and connects visitors to appropriate staff at assigned location.
- Oversee timesheet organization and communication to staff of deadlines as well as provide backup payroll support as needed.
- Oversees incoming and outgoing mail.
- Oversees the cleaning schedule for assigned location.
- All other duties as assigned.

Minimum Qualifications

- Associate's degree or higher.
- 2 years of office management and administrative assistant experience.
- Experience starting and completing projects.
- Experience with Human Resources.
- High attention to detail.
- Ability to be self-directed.
- Excellent time management skills, strong organizational skills, as well as an ability to meet deadlines.
- Problem-solving and decision making skills.
- Excellent communication written, oral, and electronically.
- Pass a CYFD and other criminal background checks.
- Excellent interpersonal skills with the ability to effectively listen and offer solutions without passing judgment.
- Ability to communicate in English, both verbally and in writing.
- Ability to maintain highly confidential information in a professional manner.
- Proficient in Microsoft Office including Word, Outlook, Access and Excel as well as Google Suite (Docs, Sheet, Gmail, Calendar).
- Skilled in standard office equipment (personal computer/laptop, phone with voicemail, fax, copier, etc.)
- Familiar with electronic marketing and social media skills.
- Ability to establish and maintain effective relationships within the community members.
- Ability to work effectively with minimal supervision.
- Strong interpersonal skills.
- Ability to treat confidential information with appropriate discretion.
- Exceptional attention to detail.
- Clear driving record and valid driver's license with solid driving skills due to extensive travel; willing and able to use personal vehicle for local travel on Center business; with valid driver's license and proof of insurance.
- Familiarity with the social, cultural and economic make-up of New Mexico or service area and ability and willingness to work with diverse populations.

Preferred Qualifications

- Spanish speaking.

The position provides 40 hours of work per week with benefits.

The Mountain Center is an Equal Opportunity Employer. Our work centers around people of color, individuals in recovery, and other marginalized communities. Therefore, we strongly encourage people with these identities and from these and other marginalized communities to apply.

***If interested, please email a cover letter, resume, and application to jobs@themountaincenter.org
https://themountaincenter.org/wp-content/uploads/2021/03/TMC_General_Application_03_2020.pdf***