



## Executive Assistant

The Mountain Center (TMC), a therapeutic outdoor adventure and behavioral health services organization, seeks an Executive Assistant to work closely with the Executive Team and Program Managers. This is a critical position that will have a primary focus in supporting and reporting to the Executive Director. Much of the function of the Executive Assistant is located at the center of The Mountain Center's (TMC) operations in Tesuque, NM, just five minutes from Santa Fe, NM.

### Accountable for the following:

- Supports overall function of the Executive Director's role by assisting with but not limited to:
  - Coordinating 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.
  - Supporting fundraising activities and events.
  - Supporting external communication for the organization.
  - Marketing and Communications - Posting events and programs on social media and supports ongoing communication to outward facing media presence as well as supporting website maintenance. Writing employee policy and supporting the management of TMC employee documents.
  - Grant writing.
  - Drafting, formatting and proofreading documents.
- Manages TMC email system for employees and monitors TMC [info@themountaincenter.org](mailto:info@themountaincenter.org) 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 the 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.
- Works with and coordinates 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.
- Oversees timesheet organization and communication to staff of deadlines as well as provides 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, or equivalent experience.
- Two (2) years of office management and administrative assistant experience
- Experience starting and completing projects.
- High attention to detail; ability to be self-directed and to work with minimal supervision.
- 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.
- Willing and able to use personal vehicle for local travel on Center business; with valid driver's license (no restrictions), clear driving record 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
- Experience with Medicaid Billing

The position provides 40 hours of work per week/weekends; salary range is \$50,000-\$58,000 annually depending on experience and qualifications. Benefits offered - paid time off, sick leave, 12 holidays health insurance, dental/vision, and 401k retirement.

The Mountain Center is an Equal Opportunity Employer.  
Please send a cover letter, resume and application to [jobs@themountaincenter.org](mailto:jobs@themountaincenter.org)  
<https://themountaincenter.org/about-us/job-opportunities-new-mexico/>