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## **National Education Association of New Mexico Vacancy Announcement Communications Program Associate**

### **Posting Date: May 7, 2024**

The National Education Association of New Mexico is a member driven labor union that represents educators across New Mexico. NEA-NM is currently seeking qualified candidates for a full-time Associate Staff position to provide communications and administrative support. The selected individual will function as support for communications programs; develop and support data systems; update and maintain the website and other communications. The successful applicant must assist in design solutions (organize ideas visually to convey a message) and follow through with implementation, process membership in the association's database answer the phones and perform various clerical tasks. This position is based in Santa Fe, NM.

### **MINIMUM QUALIFICATIONS:**

- Excellent written and verbal communications skills
- Ability to gather and organize information, develop report formats, etc.
- Proficiency in various computer technologies in a Window-based PC environment
- Ability to work in a team environment
- Effective records maintenance skills
- Ability to expand knowledge and skills in a rapidly changing environment
- Ability to complete multiple projects with shifting priorities and to meet deadlines under pressure
- Ability to work with minimal supervision
- Ability to provide support to professional staff and/or manager as required by the assignment
- Event planning skills
- Demonstrated experience with content management systems and basic website design
- Experience updating and maintaining databases or other data systems
- Ability to engage with and quickly learn new systems
- Comfort and ability interacting with member-leaders as both a resource and coach
- Willingness to and comfortable with providing creative and critical feedback to colleagues to enhance the team environment
- Commitment to the overall organizational vision and creating campaigns that support and enhance that vision
- Ability to spend long hours sitting and using office equipment and computers
- Ability to regularly lifting 60 plus pounds of supplies and materials.

### **PRIMARY RESPONSIBILITIES:**

- Provide administrative support to the assigned professional staff and manager(s)
- Process member applications and maintain accurate membership records
- Work with professional staff, leaders and other Association staff to plan and implement leadership development trainings and events
- Support the communications program including updating and maintaining the website and social media
- Provide support to member/leader groups as assigned
- Provide data and technology support for the Unit and programs
- Review materials and messaging created by members, leaders, and other staff to provide feedback for improvement/enhancement
- Provide support for other duties as assigned.

**PROGRAMS/SKILLS:**

- PC and MAC
- Microsoft Office Programs (Word, Excel, Publisher)
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- InDesign
- Photoshop
- Illustrator
- Acrobat
- Citrix
- Voter Activation Network (VAN)
- Any other specialized software related to functional area

**PERSONAL ATTRIBUTES INCLUDE**

- Possess cultural awareness and sensitivity.
- Strong customer service and de-escalation skills.
- Be flexible.
- Ability to work independently in a fast-paced environment.
- Demonstrate sound work ethics.
- Honesty and integrity

This position is a full-time, bargaining unit position. Compensation is dependent on experience in accordance with the collective bargaining agreement between the National Staff Union of New Mexico and the NEA-NM. Benefits include paid life, health, vision, and dental insurance; paid vacation, sick, personal, and holiday pay; employer paid pension, and a 401k match.

**To Apply:**

Email letter cover letter, resume, and two writing samples to [ebrycelea@neanm.org](mailto:ebrycelea@neanm.org). The cover letter should be addressed to Edith Brycelea, Deputy Executive Director of Operations, NEA-New Mexico, 2007 Botolph Road, Santa Fe, NM 87505.

**NEA-NM IS AN EQUAL OPPORTUNITY EMPLOYER**

*NEA-NM is committed to the principle of equal employment opportunity for all employees with a work environment free of discrimination and harassment. All employment decisions at NEA-NM are based on business needs, job requirements, and individual qualifications without regard to race, color, religion or belief, national origin, sex, age, sexual orientation, gender identity, marital status, or disability.*