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

Posting Date: September 11, 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 a qualified candidate for a full-time Associate Staff position to provide administrative support. This position is an office associate position with responsibilities to include supporting the state president and executive director in all aspects of incoming/outgoing oral and written communications, projects, and recordkeeping including government relations. Much of the work involved in the position is confidential in nature. This position is based in Santa Fe, NM.

PRIMARY RESPONSIBILITIES

- Serve as Program Assistant to the office of NEA-NM President, Executive Director. Maintain and coordinate communications with the Office of the President, Executive Director being the liaison between other levels of governance. Assist with the President's and Executive Director's correspondence and other related duties.
- Assist the President, Executive Director, and other executive staff in preparation of governance activities and events.
- Serve as NEA-NM's RA Coordinator and attend/select hotel sites for NEA-NM's RA Delegates when the budget allows.
- Update and maintain NEA-NM's Directory and governing documents.
- Update, compile, assemble, distribute, and mail NEA-NM's Board of Directors Agenda/board book.
- Assist the President, Executive Director and Government Relations staff as applicable during the legislative session.
- Assist and support the functions of the Associations internal elections.
- Assist with proofreading and correction of materials to assure that quality control standards are met.
- Perform membership processing, dues collection, and special mailings.
- Assist with the Unified Legal Services Program (ULSP) Coordinator (Executive Director) and Operations Director on file management of legal services documentation.
- Answering phones, screen, and appropriately transfer inbound phone calls, bank deposits, posting outgoing mail, opening, and date stamp incoming mail, and all other office duties as necessary.
- Maintain electronic and hard copy filing system.
- Resolve administrative problems and inquiries.
- Perform all other tasks and duties as assigned.

PROGRAMS/SKILLS

- Microsoft Office Programs (Word, Excel, Publisher)
- Excellent people skills.
- Handle all internal/external contacts with courtesy, diplomacy, and tact.
- Strong organizational skills including multitasking, meeting deadlines, working in a team environment, working independently, and being extremely detail oriented.
- Possess analytical and problem-solving skills.
- Independent decision-making skills.
- Effective verbal, written and listening communication skills.
- Computer skills including the ability to operate computerized accounting, spreadsheet and word processing programs, internal databases, and email at a highly proficient level.
- Deal with difficult people and situations.
- Learn the Association's operating policies, procedures, systems, and methods.
- Organize information clearly and precisely.
- Explain information to others.
- Prioritize and deal with conflicting workload requirements.
- Speak clearly and communicate messages to appropriate individuals.

- Apply customer service skills, representing the Association in a positive way while working with the public.
- Multi-line phone system and telephone etiquette.
- Any other specialized software related to functional area

PERSONAL ATTRIBUTES INCLUDE

- Possess cultural awareness and sensitivity.
- Strong customer service and de-escalation skills.
- Flexibility in all aspects of the job.
- Ability to work independently in a fast-paced environment, as well as part of a team.
- Demonstrate sound work ethics.
- Demonstrate high levels of honesty and integrity.

Information about this position:

This position is located in the NEA-NM headquarters office in Santa Fe, NM. Much of the work is sedentary, but also requires the individual to stand, sit, walk, and lift up to 40lbs or less periodically. A valid driver's license with state mandated insurance is required. The ability to travel and work various hours including evenings and weekends is also necessary on occasion.

Compensation is dependent on experience in accordance with the collective bargaining agreement between the National Staff Union of New Mexico and the NEA-NM.

To Apply:

Email letter cover letter, resume, and two writing samples to 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.