



FAMILY FRIENDLY NEW MEXICO - PROJECT ASSISTANT JOB POSTING

Organization Overview

Family Friendly New Mexico (FFNM) is a non-profit initiative that works to improve the economic well-being of low-income families and their children by incentivizing and supporting New Mexico businesses to adopt family friendly policies and procedures, supporting job seekers' access to family friendly workplaces and scaling and sustaining the family friendly initiative. FFNM is a project of the 501c3 organization Center of Southwest Culture.

The Opportunity

The organization seeks a skilled Project Assistant who is highly organized, adaptable, and able to prioritize tasks while working independently. Working from our office in Albuquerque, the Project Assistant is a key member of the FFNM team and is responsible for providing administrative and marketing support to the Family Friendly New Mexico team to deploy its mission across the state of New Mexico.

Reporting Relationship

The Project Assistant will report to the COO and will provide project support to the Marketing Manager.

Essential Functions and Responsibilities

General Administrative Duties

- Meeting Management
- Administrative Management – new awardees
- Social media support – new awardees
- Assist with list management
- Provide editing for a variety of documents, as directed

Administrative Support to Marketing Manager

- Event logistics and support
- Support Marketing Manager with advertising & media coordination
- Social media support and coordination
- Support Marketing Manager with newsletter coordination
- Provide editing for a variety of marketing materials, as directed

Support to the Director and to the Chief Operations Officer

- General administrative support including research, calendar management



Key Credentials and Personal Qualities

- Associate's or Bachelor's degree in a related field, or its equivalent
- 3-5 years related experience, nonprofit experience a plus
- Passionate about the company and the services that FFNM provides
- Organized with high attention to detail
- Growth mindset with the ability to creatively solve problems
- Excellent written and presentation skills (ability to copy edit with high attention to detail)
- Ability to communicate and work effectively with diverse cultures and personalities
- Direct and clear communicator with highly developed active listening skills
- Fearless with utilizing existing and emerging technologies (specific company technologies include Trello, Wordpress, Constant Contact, Voxer)
- Advanced user of Google Suite (Gmail, Google Drive, Google Calendar, etc.)
- Carefully manage and maintain confidentiality
- Sense of humor, integrity, impeccable work ethic
- Commitment to self-care and work/life integration on a personal level

Physical Requirements

The employee is regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms, talk and hear. The employee is occasionally required to stand, walk, balance, stoop, kneel, or crouch. The employee must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close and far vision, color vision, and ability to focus.

Work Environment

The noise level in the office work environment is typically moderate.

This Job Posting is not a complete statement of all duties and responsibilities comprising the position.

How to apply

Send a cover letter and resume to operations@nmfamilyfriendlybusiness.org by June 30, 2019.