



New Mexico PTA is hiring a part-time (20 hrs/week) Office Assistant for our office located in Albuquerque, NM. There is some flexibility in the schedule, with expectations that the office assistant will be available during business day hours, approximately 9 – 2 pm. This position starts ASAP, applications will be accepted until the position is filled.

Type of Job: Part-Time

Main Areas of Responsibility:

The Office Assistant will assist with the day-to-day operations of the association. The duties of the position will vary and will include assisting the Board of Directors with administrative matters, financial duties, membership, and other program logistics. The ideal candidate will have excellent communication skills as the position requires frequent contact with the Board of Directors and association members and leaders across the state.

Additional Areas of Responsibility:

The association's programs require careful attention to detail, clear communication, and effective follow up. The position will include preparation and support for accounts receivable and payable, bookkeeping, workshops, training, project management, marketing and communications, telephone and online inquiries, mail, and other office management tasks.

Other Information/Requirements:

High School Graduate or equivalent; ability to work multiple projects at once; ability to manage incoming issues and propose potential solutions; must maintain a strict code of ethical communication and confidentiality; and must be self-motivated, team player and able to work with varied personalities. Desired but not required: nonprofit sector, event planning, and facilitation experience.

Preferred Qualifications:

- High school graduate or equivalent.
- Computer proficiency, including word processing, email and current software.
- Time management skills.
- Flexibility in approach to duties.
- Good people skills and telephone presence.
- Respect for volunteerism and ability to work well with volunteers.
- Ability to listen, be pleasant to people.
- Knowledge and understanding of PTA mission.
- Familiarity with the Local Leader Kit, and other National PTA publications including the National PTA website.
- General knowledge of Board offices and their duties.





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- Ability to work independently.
- Must be a member of the Land of Enchantment PTA.

How to Apply:

Please send a cover letter, completed application, resume, and three references to Stephanie Hansen at president@newmexicopta.org. We will review applications until the position is filled.

