



Job Description – Administrative Assistant

Classification: Non-Exempt

Staff Type: Term / Full Time

Hourly Pay: \$16.39 - \$23.06 DOE

Partnership for Community Action (PCA) has worked to build strong, healthy communities in Albuquerque's South Valley and across New Mexico since 1990. PCA focuses on critical community issues like education, economic and health equity, and immigrant rights. Through raising awareness and advocacy opportunities, we support people and families to become strong leaders in their neighborhoods and in New Mexico.

Our mission is to build strong, healthy communities throughout New Mexico by investing in people and families, supporting people to become strong leaders in our neighborhoods and in our state.

We envision strong, healthy communities in which everyone has access to quality education, wellness and economic opportunity, starting locally and spreading across New Mexico.

Summary

We are seeking an organized and proactive office assistant to join our team. The selected individual will work directly with our office staff to oversee and administer the day-to-day activities of the office; developing policies, procedures, and systems which ensure productive and efficient office operation. Must have strong interpersonal skills, the ability to manage multiple tasks at once, and a wide breadth of experience managing clerical responsibilities. Performs and/or oversees a variety of associated administrative, fiscal, staff support, and planning activities, some of which require advanced or specialized knowledge and skills, such as budget administration and control, equipment, facilities, and inventory management, specialized recordkeeping and database management, and/or specified information-gathering projects and tasks. Coordinates and facilitates meetings, program functions, and/or special events, as appropriate. Trains and oversees staff and/or students. May coordinate specified administrative activities and reporting across multiple organizational initiatives.

Duties and Responsibilities

1. Oversees and/or performs a range of diverse administrative activities for the organization; serves as a central point of liaison with external constituencies in the resolution of a variety of day-to-day matters concerning the organization.
2. Utilizes knowledge and understanding of underlying operational issues to create, compose, and edit technical and/or administrative correspondence and documentation.
3. Assists in administrative problem solving, program/project planning, development, and execution of stated goals and objectives.
4. Researches information, compiles statistics, and gathers and computes various data; prepares special and/or one-time reports, summaries, or replies to inquiries, selecting relevant data from a variety of sources.
5. Monitors, reconciles, and assists with fiscal administration for the unit, including but not limited to budgets, funding, grants, contracts, payroll, employment, travel, and/or purchasing; may assist with fiscal planning, including participating in seeking alternate sources of funding.
6. Provides and/or oversees support activities for the unit such as answering telephones, assisting and resolving problems and inquiries of visitors, review and control of incoming and outgoing correspondence, and follow-up on operational commitments.
7. Provides administrative assistance with staff searches, as appropriate, to include logging employment applications; preparing applicant acknowledgements and interview documents, coordinating interview logistics, and coordinating search documentation.



8. Schedules appointments and maintains calendars; schedules, coordinates and facilitates meetings, facilities usage, events, and/or travel arrangements, as required.
9. Establishes, updates, and maintains unit's files, inventories, and records; implements and maintains data management systems, as required.
10. Leads and guides the work of lower level staff, and supervises student/intern employees as appropriate; may participate in hiring decisions and performance appraisal.
11. Performs miscellaneous job-related duties as assigned.

The duties and responsibilities outlined above do not comprise a comprehensive list but are intended to provide a representation of the general nature and level of work performed by an employee in this capacity.

Minimum Job Requirements

- High school diploma or GED; at least 5 years of experience directly related to the duties and responsibilities specified.
- Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.
- Bilingual English/Spanish

Knowledge, Skills and Abilities Required

- Ability to communicate effectively, both orally and in writing.
- Ability to gather data, compile information, and prepare reports.
- Records maintenance skills.
- Skill in the use of personal computers and related software applications.
- Database management skills.
- Knowledge of human resources concepts, practices, policies, and procedures.
- Ability to analyze and solve problems.
- Ability to supervise and train assigned staff.
- Skill in organizing resources and establishing priorities.
- Demonstrated ability to maintain confidentiality.
- Ability to make administrative/procedural decisions and judgments.
- Ability to create, compose, and edit written materials.
- Knowledge of computerized information systems used in financial and/or accounting applications.
- Knowledge of general accounting principles.

Position requires: a) Financial control and tracking of department budget and expenditures, with knowledge of computerized information systems used in financial and/or accounting applications; b) frequently organizing resources and participating in planning in areas of complex projects, operations and/or events for the organization; c) using independent judgment in problem solving of complex operating issues; d) serving as primary administrative and operational liaison e) supervising and training support staff; and f) assisting with coordination of human resource activities.

Working Conditions and Physical Effort

- No or very limited physical effort required.



- No or very limited exposure to physical risk.
- Work is normally performed in a typical interior/office work environment.
- Some nights and weekends may be required

Application Instructions

Please send a cover letter and resume SUBJECT LINE: ADMIN ASSISTANT APPLICATION to PCA @ pca@forcommunityaction.org.

Best consideration date: Apr 30, 2022

Position open until filled.