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

### **Posting Date: August 27, 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.

### **GENERAL NEA-NM STAFF EXPECTATIONS**

- To support the mission, goals, values, and strategies of NEA-NM through all work assigned.
- Represent NEA-New Mexico in the most positive manner and handle confidential information with tact, discretion and loyalty to the NEA-NM and NEA brands.

### **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)
- Data entry of 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, social media, and all member email
- 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)
- Acrobat, InDesign, Photoshop, Illustrator

- 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.
- Work well with others.
- Deal with difficult people and situations.
- Learn 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.
- Be flexible.
- Ability to work independently in a fast-paced environment.
- Demonstrate sound work ethics.
- 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](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.*