



EXECUTIVE ASSSITANT

Job purpose

The Executive Assistant provides key administrative, business, and personal support to the executive director. Uses professional judgment, discretion, and confidentiality to ensure that all inquiries and tasks are completed to the highest standard while working on a collaborative team. Completes multiple conflicting assignments and functions effectively in a high-volume workplace with multiple deadlines necessitating a high degree of accuracy and attention to detail. Excellent time management skills, strong communication skills, and gifted administrative and operations skills. This role provides the Executive Director with crucial logistical and administrative support and supports multiple community and internal projects.

Duties and responsibilities

- Support executive communication and correspondence including emails, phone calls, reports, and internal correspondence while ensuring prompt, accurate, and appropriate responses
- Manage the executive director's calendar, including adding events, scheduling appointments, providing daily briefings, and travel arrangements
- Conduct research and create reports on various topics based on the needs of the executive including preparation of financial statements, grant reports, memos, invoices letters, and other documents
- Provide administrative support to team projects as necessary to keep company systems operating with minimal interruptions
- Assist the Executive Director it ensure deliverables on all projects are on track and on budget
- Other duties as requested by the Executive Director

Skills, knowledge and abilities

Demonstrated knowledge and a minimum of four years' work experience in one or more of the following:

- o a social justice related advocacy organization (e.g., racial justice, economic justice, housing justice, food justice, immigrant justice, and reproductive justice).
- o grass-roots or community organizing efforts addressing social inequities.
- o non-profit organization
- Experience with grant writing and reporting preferred
- Excellent oral and written communication skills, and effective relationship building.
- Working knowledge of Zoom, Microsoft Word, Excel, PowerPoint is required.
- Experience working with New Mexico tribal communities is required.
- Must be able to meet deadlines in a fast-paced quickly changing environment.
- A proactive approach to problem-solving with strong decision-making skills



Working conditions

- Most essential duties are performed in an office environment.
- Must be able to work occasionally outside of normal business hours, including evenings, weekends, early mornings, and overnight.
- Travel in and out of state. Use of personal vehicle will be required for in-state travel, must possess a valid driver's license and proof of auto insurance.
- Will occasionally require lifting of heavy materials and equipment up to 25 pounds.

Compensation

CSVANW offers competitive salaries, excellent benefits and an innovative working environment. CSVANW is dedicated to promoting an environment of collaboration and workplace flexibility. Salary range is \$45,000 - \$50,000. The benefits package includes generous vacation, full employer paid health, dental, vision, disability, health and mental wellness support and an emphasis on work-life balance.

How to Apply

Submit your cover letter, resume and writing sample (maximum length one page) that you believe best expresses your commitment and passion for this position to:

CSVANW at info@csvanw.org. If you have questions about the position, please contact Latonya Williams at: lwilliams@csvanw.org.