



CHAMIZA FOUNDATION

Job Description

JOB TITLE: Executive Director Assistant

DEPARTMENT: Chamiza Foundation

REPORTS TO: Executive Director

LOCATION: Santa Fe, NM

TERM: Part Time/Temporary (*potential for permanent placement*)

Summary: The Executive Director Assistant position at the Chamiza Foundation serves as the initial point of communication for those contacting the Foundation to convey their requests and other issues promptly and effectively to Chamiza's Executive Director. The Executive Director Assistant is also responsible for providing comprehensive administrative support to the Executive Director in all areas of foundation business. This dynamic position requires the ability to anticipate needs, apply sound judgment, think critically, and offer timely solutions to problems. This is a 15-hour per week, part-time position.

Supervisor Responsibilities: None

Required Skills and Attributes:

- Self-direction; takes initiative in completing tasks and projects with minimal guidance.
- Client service skills especially in all areas of communication specifically in person or through telephone interactions: Strong verbal and written communication skills essential
- Strong ability to execute work with a diversity, equity, and inclusion lens.
- Expert proficiency with Microsoft Office and desktop publishing software; ability to design and edit graphic presentations and materials preferred.
- Exceptional organizational skills and attention to detail.
- Time management skills to make appropriate, informed decisions regarding priorities.
- Ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround.
- Ability to maintain a high level of integrity and discretion in handling confidential information.

Education and Experience:

- Higher education preferred, but not required
- Two years of administrative experience; Executive Director assistant experience preferred.
- Nonprofit board experience is preferred.
- Working with Pueblo communities is highly-preferred.

Foundation's Expectation of Employee:

- High degree of professionalism in dealing with diverse groups of people, including Board members, executive director, tribal leaders, and grantees.

Essential Job Functions:

- Attend board meetings, take notes, and produce board minutes
- Perform all tasks associated with meeting communication and set up, including but not limited to: timely communication of all applicable information to board members, organizing and placing all documents in Google Drive for board access, reserving and setting up meeting area, and ordering meals for board meeting (breakfast/lunch).
- Send progress/final report templates to grantees.
- Accept progress/final reports from grantees and file appropriately.
- Compose, design and edit graphic presentations and materials for newsletter.
- Manage foundation social media sites
- Update website as needed.
- Scan, organize and shred documents
- Occasionally act as a proxy for Executive Director at meetings in person or virtual
- Occasional project site visits to the Pueblos
- Provide communication, coordination, and clerical support to the Executive Director and perform other duties as assigned by the Executive Director.

Salary Range: 15 hours a week at \$20.00/hour

If you are interested in this position, please email your resume and 3 references to our Executive Director at exectivedirector@chamiza.org. If you have any questions, please call our Executive Director at 505.216.2140. Open until filled.