

**New Mexico Cattle Growers' Association  
Job Description**

**Title:** Administrative Assistant

**Reports to:** Executive Director

**Job Posting Date:** 8/26/20

**Position Closing Date:** 9/11/20

**Start Date:** 10/1/20

**Salary:** Based on experience (\$12-\$17 hr.)

**Based at:** NMCGA Office, 2231 Rio Grande Blvd. NW, Albuquerque NM 87014

**Job Description:** We are looking for a master multi-tasker with excellent communication skills and an upbeat attitude. Candidates should be able to assist management and all visitors to the New Mexico Cattle Growers Association & The New Mexico Wool Growers Inc. main office. As an Administrative Assistant, you will be handling office tasks, providing polite and professional assistance via phone, mail, and email, making reservations or travel arrangements, and generally being a helpful and positive presence in the office.

To be successful as an Administrative Assistant, candidates should be professional, polite, and attentive while also being accurate. They should always be prepared and responsive, willing to meet each challenge directly. Administrative Assistants must be comfortable with computers, general office tasks, and excel at both verbal and written communication. An ideal candidate for this position should have a genuine desire to meet the needs of others.

There will be an opportunity down the road in this position to apply for other positions that the association will offer.

**Interested individuals, please submit your resume and letter of interest to [nmcga20@gmail.com](mailto:nmcga20@gmail.com) by midnight on 9/11/20.**

**Key responsibilities and accountabilities:**

1. Communicate with membership via telephone, email, text, and in-person
2. Mail and daily deposits (NMCGA & NMWGI)
3. Maintain computerized member database including invoicing, receipts and new member correspondence for NMCGA and NMWGI
4. Filing: (NMCGA & NMWGI)
5. Read and analyze incoming submissions and reports (including mail, faxes, and emails) to determine significance and distribution
6. Track, analyze and report on legislative and regulatory actions at local, state and federal levels
7. Prepare monthly activity updates for leadership and publication
8. Plan and carry out membership recruitment and public outreach/education activities including trade shows
9. Respond to and follow up membership and issue inquiries
10. Maintain and report on equipment and software suitability to carry out the workload
11. Liaise, plan and attend meetings with local, state and federal agencies as well as partner organizations, legislators, and other decision-makers on relevant issues

12. Attend industry training courses and personal development courses.

**Administrative Assistant Requirements:**

- Associates Degree, Bachelors Degree Preferred
- Prior office experience.
- Excellent computer skills, especially typing.
- Attention to detail.
- Desire to be proactive and create a positive experience for others.
- Excellent communication skills (verbal & written)
- The ability to interpret a wide variety of documents
- Must be solutions and customer service oriented.
- Must be flexible to accommodate weekend and evening work schedule as necessary
- Must be able to travel