

Deming Luna County MainStreet Program Inc.
Assistant Executive Director



Job Description

E: ed@demingms.org P: (575) 546.2674 A: 800 E Pine St. Deming NM 88030

The Administrative Assistant shall have the responsibility of performing the following duties:

- Expected to assist maintaining regular office hours each week
- Must be able to work evening and weekend hours to accommodate special events, board meetings, and attend other community engagement opportunities when the need arises
- Must be able to accommodate occasional overnight trips for attending training and conferences
- Assist Executive Director with administration, project management, event management and MainStreet coordination
- Participate with the Executive Director and Board of Directors in developing a vision and strategic plan with goals and objectives to guide the organization in pursuit of its mission;
- Report regularly (verbally and in written form) to the Executive Director
- Provide assistance and support to the Executive Director with research, fundraising development, grant writing, and meeting support materials;
- Assist Executive Director to maintain accreditation requirements and grant reporting requirements for the organization;
- Assist Executive Director to maintain website and social media presence for the organization and ensure promotion and communication of events and successes related to the organization;
- Help maintain a clean and organized office.

Job Knowledge and Skills Required

- Excellent written and verbal communication and knowledge of both social and traditional media
- Excellent interpersonal skills with the ability to develop working relationships with a variety of stakeholders and personalities
- Typing, Canva, Social Media, Word and Excel knowledge a plus
- Excellent organization skills and capable of functioning in an independent environment
- Bi-lingual required

Benefit Details

Pay depends on experience and qualifications. The position provides benefits, including sick leave, travel reimbursement for training, and a flexible work schedule. This is a full-time, hourly position. Weekend and/or evening work will be required.

The Deming Luna County MainStreet Program Inc. is an equal opportunity employer.