



Job Title: Organizational Executive Assistant

Organization: New Mexico Alliance for School Based Health Care

Location: Albuquerque (Hybrid)

About New Mexico Alliance for School Based Health Care:

The New Mexico Alliance for School Based Health Care (The Alliance) represents school-based health centers (SBHCs) in New Mexico and collaborates with other partners to promote, facilitate and advocate for comprehensive, integrated, and culturally competent health care, and health education in schools.

Job Overview:

The Alliance is seeking a highly skilled and motivated individual to serve as our Organizational Executive Assistant (OEA). As a key leadership position within the organization, the OEA will work closely with the Executive Director and the entire team to create cohesive administrative processes, streamline operations, and foster a culture of excellence. The successful candidate will play a pivotal role in advancing our mission, building strong relationships, and ensuring the effective execution of organizational priorities.

Key Responsibilities:

Administrative Systems Creation and Maintenance:

- Research and/or create administrative systems, procedures and tools to maximize organization efficiency;
- Devise and maintain paper and virtual record-keeping systems;
- Manage key aspects of the physical offices and virtual/IT office;
- Oversee the implementation of key initiatives, ensuring timely and successful completion

Financial and Operational Leadership:

- Streamline organizational processes related to invoicing and reporting to funders;
- Implement important financial procedures, documentation and deadlines;
- Work closely with management and staff to ensure alignment of activities with transactions and budgets, on a fiscal year basis;

Stakeholder Engagement:

- Build and maintain strong relationships with external partners and key stakeholders;
- Represent the Alliance at events, meetings, and conferences, fostering a

- positive and collaborative representation
- Build an understanding of the state and federal political landscapes that impacts the field

Personnel and Project Management:

- Provide support to the organization's staff, promoting a culture of collaboration, accountability and innovation, including critical leadership of the organization's scheduling and calendar;
- Maintain and maximize utility of internal and external communication platforms and tools;
- Support HR-related efforts such as performance surveys, evaluations and benefits processes;
- Lead the *Sunshine Committee*, an organizational initiative created to develop a positive, cooperative and rewarding work culture
- Support development-related efforts, such as data entry for a CRM, production of donation thank-you's, and similar
- Identify professional development opportunities and mentorship programs for team members

Board Relations and Development

- Schedule committee and board meetings, including use of technology platforms for communication;
- Maintain regular communication with board members as it relates to organizational updates and ongoing documentation requirements;
- Develop and maintain meeting minutes and agendas;
- Support publications and mailings to Board and partners

Qualifications:

- Proven experience in a senior leadership role, preferably in a similar capacity
- Strong organizational skills, with detail orientation
- Excellent interpersonal, communication, and relationship-building abilities
- Demonstrated experience in stakeholder and public-facing communications
- Ability to work collaboratively in a fast-paced environment
- Ability to learn and adapt in a dynamic environment
- Experience in supporting event planning and implementation
- Experience and advanced knowledge of software and online platforms such as Microsoft Suite, Adobe, Zoom, GiveButter, CRMs, cloud-based systems, etc., or proven ability to learn new systems quickly.
- Bachelor's degree and/or equivalent years of professional experience

Salary and Benefits Description

\$65,000 - \$75,000, depending on experience. This includes generous leave, healthcare and retirement benefits, and hybrid work environment.

How to Apply:

Interested candidates should submit a resume, a letter describing your interest, and

professional references directly to the Executive Director, Nancy Rodriguez at info@nmasbhc.org. Please use the subject line "Job Application - [Your Name]" in your email.

NM Alliance for School Based Health Care is an equal opportunity employer. We encourage individuals from diverse backgrounds and experiences to apply.