



Administrative Assistant (Part-Time)

The NMAIMH is seeking to fill the part-time employment position of Administrative Assistant. The Administrative Assistant will participate as part of the NMAIMH team to promote reflective supervision, professional development, Infant and Early Childhood Mental Health Consultation, community engagement, and systems building.

Responsibilities

- Board of Directors Support
 - Prepare Minutes
 - Maintain and disseminate Board Roster
 - Prepare required documents for Board meetings
 - Maintain the electronic Board documents binder and administrative calendar
- Fiscal Clerk
 - Manages and organizes NMAIMH's day-to-day financial transaction records
 - Reconcile bank statements
 - Manage and process accounts payable and receivable
 - Compile data for budget preparation, financial reporting, and audits
 - Manage vendor and contractor documentation
 - Submit monthly invoices to funders
 - Work collaboratively with contracted accountant
 - Ensure accuracy and compliance with financial regulations
- Membership Management
 - Manage and reconcile Membership portal, listserv, and payments
 - Mail Membership packets
 - Provide in-person administrative support during the NMAIMH Annual Membership Meeting and Training
 - Prepare Membership data
 - Manage Membership communication and general inquiries
- Meeting Participation (daytime and evening)
 - Attend virtual monthly meetings, including the NMAIMH Board of Directors, Power Hour, 1:1 with Executive Director, Membership Committee, collaborative meetings with co-workers
 - Serve as Zoom monitor for NMAIMH virtual events
- Office Management
 - Ordering, printing, and filing duties
 - Prepare materials for tabling and community events
 - Manage administrative email and program phone
 - General administrative support across all areas within the NMAIMH program

Experience and Qualifications:

- Minimum of High School diploma or GED equivalent. Associate's degree preferred
- Tech Literacy: office technology skills in Microsoft office, Zoom, Google, and capabilities to learn additional software, payment systems, and digital platforms
- Able to troubleshoot basic office equipment, such as printers and laptops
- Valid driver's license and own car to travel between community sites
- Occasional travel within Albuquerque

Soft skills

- Dedicated to working as a team member that fosters collaboration and takes accountability
- Well-organized filing systems and task management
- Maintains capacity to perform tasks, take initiative, make decisions, and manage tasks independently
- Detail oriented with a focus on small, specific elements of a task to ensure high accuracy, quality, and consistency
- Professional verbal and written communication skills

Salary/Hours/Perks

- 10-15 hours per week (part-time employment)
- Hourly Rate: \$20-25 per hour
- Hybrid Schedule (Remote, plus in-person in the Albuquerque office)

How to apply

Please email a letter of interest and resume to **executive@nmaimh.org** by end of day on **6/12/26**. Professional references will be requested in a separate communication.