



## THE GRANT PLANT<sup>INC</sup>

### **ADMINISTRATIVE ASSISTANT: JOB DESCRIPTION**

The part-time Administrative Assistant will support The Grant Plant's core activities of grant writing, research, and report writing for nonprofit clients in New Mexico.

The Grant Plant values Integrity, Innovation, Accountability, Collaboration, Humor, Results, Compassion, and Risk-Taking. If you share these values and are looking for an opportunity that offers a meaningful contribution to the quality of life in New Mexico, we're looking for you.

#### **SUMMARY:**

Primary responsibilities include providing administrative support to staff with a high level of accuracy and assuming reception, typing, filing, telephone, inventory, and mailing duties. The qualified individual must be highly dependable with the ability to take direction, have strong individual drive and motivation, be able to work efficiently, have a sense of humor, use independent judgment, and produce a quality work product. Previous experience will demonstrate a positive employment history, with strong writing ability and organizational skills. Work is performed under direction of the Leadership Team.

#### **DUTIES AND RESPONSIBILITIES:**

- Actively learns about projects and programs of The Grant Plant and proactively provides administrative support.
- Maintains a well-organized and welcoming environment, including front desk, kitchen, supply cabinet, printing area, and general office; waters plants and maintains healthy reception.
- Acts as liaison between The Grant Plant and the community.
- Answers phones and emails, routes calls, and takes messages, responding to calls and emails within 24 hours.
- Sets up meetings using virtual networking.
- Manages the office and conference room calendar.
- Provides support for meetings, presentations, or events, including preparing handouts, sign-in sheets, and nametags; making room arrangements and/or refreshments; greeting individuals, and data entry post-event.
- Prepares agenda for and actively participates in bi-monthly team meetings; attendance required.
- Makes and receives deliveries.
- Maintains accurate expense records and adheres to budgets.
- Picks up and time-stamps all mail, processes or deposits checks, distributes incoming mail, and prepares outgoing mail when appropriate.
- Assists with compilation and delivery of multiple, time-sensitive, and deadline-driven projects.
- Types, processes, prints, and distributes documents as needed.
- Monitors supplies; orders and picks up supplies before needed.
- Produces internal reports as requested.



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- Assists with data entry and maintenance of The Grant Plant's funding database.
- Assists with routine funding searches and maintenance of The Grant Plant's online funding calendar.
- Maintains an electronic and physical filing system.
- Assists new employees with orientation, including ordering business cards, setting up office space, and ensuring comfort for new employees.
- Maintains accurate time records.
- Provides other administrative support to The Grant Plant team as requested.
- Special projects as needed.

### **MINIMUM QUALIFICATIONS:**

To perform this job successfully, an individual must be based in Albuquerque and able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Knowledge, Skills and Abilities** – Comprehensive knowledge of standard administrative practices, procedures, equipment, and techniques.
- **Education and/or Experience** – High school degree required; some college or college degree preferred with a minimum of two years related experience.
- **Communication Skills** – Ability to listen well, follow direction, and get clarification as needed; speak effectively with team members and clients; participate in meetings.
- **Mathematical Skills** – Ability to calculate figures and amounts; common sense.
- **Reasoning Ability** – Ability to solve practical problems and deal with variables in deadline-driven situations; ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Professionalism** – React well under pressure; treat others with respect and consideration regardless of status or position; accept responsibility for own actions; follow through on commitments; maintain professional appearance.
- **Planning/Organizing** – Ability to prioritize and plan work activities; use time efficiently; plan for additional resources; set goals and objectives; organize or schedule other people and their tasks; develop realistic action plans.
- **Dependability** – Ability to meet multiple deadlines; follow instructions; respond to management direction; keep commitments; commit to reaching goals; complete tasks on time.
- **Computer Skills** – Experience with and knowledge of computer operation; knowledge of Microsoft Office Suite (Word, Excel, PowerPoint), Internet, and database applications.
- **Certificates, Licenses, Registrations** – Valid New Mexico driver's license with clean driving record and proof of personal automobile insurance.



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### **ESSENTIAL PHYSICAL REQUIREMENTS:**

Position involves light physical effort. Tasks may involve extended periods of time at a keyboard or workstation. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **COMPENSATION:**

- \$11-12 (dependent on experience) per hour, with benefits of paid-time off. The position is part-time, with expected hours approximately 20 per week.
- Employment is based on a 90-day trial period.

### **POLICIES:**

- The Grant Plant's Leadership Team will support the Administrative Assistant through all duties described above. The Administrative Assistant is encouraged to ask questions and request support as needed. Support will be provided through in-person meetings, phone calls, and e-mail.
- The Grant Plant will provide a computer, printer, and other resources as needed, to successfully complete the duties described above.
- The Administrative Assistant agrees to keep timesheets with integrity. Some of the Administrative Assistant's time may be billable to clients, which mean that time records must be kept in 5-minute increments. Inaccurate timesheets are cause for immediate termination.
- The Administrative Assistant will maintain strict confidentiality and will work toward all clients' benefit without prejudice.
- Either party may terminate the contract at any time with written notice provided to the other.

**Administrative Assistant**

**The Grant Plant Leadership Team**

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