



Statewide Administrative Assistant

Join our team as a Statewide Administrative Assistant! Be part of a dynamic, community-focused group dedicated to making New Mexico greener and more sustainable. This is a *part-time position* (25 hours/week) where you'll provide essential administrative and organizational support to TNM's statewide planting program. If you love keeping things organized, thrive in a flexible remote work environment, and believe deeply in the power of community greening, we'd love to meet you.

About the Position:

This role provides essential administrative and organizational support to the Statewide Program Director and the broader TNM statewide planting program. The Administrative Assistant supports statewide operations and department leadership through scheduling, documentation, financial reporting, logistics, and outreach coordination.

This role is primarily remote with a flexible schedule. It requires availability for some evenings and weekends, the ability to be in the Albuquerque office on an as-needed basis, and travel occasionally to support planting events on Saturdays both in ABQ and around the state.

Scheduling & Communications: You will support scheduling and coordination for statewide planting activities, capture meeting notes, track action items, facilitate contractor follow-up communications, and coordinate travel logistics for staff and contractors.

Documentation & Filing: You will maintain organized digital filing systems for contracts, agreements, partner communications, and program documentation; review and update program forms and checklists; and assist with tracking fulfillment of partner commitments.

Financial & Reporting Support: You will compile contractor hours and reimbursement submissions, produce monthly expense reports, collect and format data for grant reporting, and track projected expenditures for the statewide planting program, flagging variances for the Director.

Outreach Materials & Logistics: You will support the assembly and distribution of planting outreach materials, compile mailing lists, coordinate printing, obtain vendor quotes, help prepare tree-adoption packets, and assist with onboarding logistics for new contract coordinators.

Essential Skills and Qualifications:

- Strong organizational skills with exceptional attention to detail.
- Proficient with Microsoft 365 (Word, Excel, Outlook, Teams), Google Workspace, and digital filing systems.
- Clear and professional written and verbal communication skills.

- Ability to manage multiple priorities and meet deadlines in a flexible, fast-paced environment.
- Self-motivated and able to work independently and remotely with minimal supervision.
- Comfortable handling confidential information with discretion.
- Commitment to equity, diversity, inclusion, and belonging.
- Strong writing, speaking, interpersonal, and communication skills.
- Proven ability to foster good working relationships with all team members and external stakeholders.

Bonus Skills:

- Experience in nonprofit, program coordination, or administrative support roles.
- Familiarity with grant reporting and budget tracking.
- Graphic design skills (Canva, Adobe, or similar) for outreach materials.
- Spanish language proficiency.

Physical Requirements:

- Requires access to a secure, reliable workspace with internet; office workspace available as needed or when directed.
- Spends extended periods sitting at a desk and working on a computer.
- Ability to remain organized and composed while managing deadlines and supporting multiple team members across the state.

Additional Info:

- Must be able to work some evenings and weekends in support of TNM's community-based tree plantings and education programs.
- Must maintain a consistent, reliable schedule and be available in the Albuquerque office on an as-needed basis.
- Must be willing to travel occasionally throughout the state.
- TNM will ensure the employee has access to all documentation and applications owned by TNM necessary to do the job.

Location: This position is primarily remote with a flexible schedule (25 hours/week). The role supports the Statewide Program Director, ABQ-based team members, and contractors across New Mexico. Applicants must be based in or near Albuquerque.

Employment Status & Compensation: Part-time hourly employee (25 hours/week) to receive \$25 per hour. Benefits are not included with this position. FLSA Status: Non-exempt.

How to Apply: Interested candidates should submit their resume and cover letter to Statewideplantings@treenm.org.