



*STEM Santa Fe advocates for, develops and provides Science, Technology, Engineering and Math programming, mentoring and resources for all youth, especially those who are under-represented in STEM, to realize their potential and expand their opportunities in our dynamic world.*

## **Executive Assistant**

Updated 2/19/2019

### Position:

STEM Santa Fe is seeking qualified applicants to work collaboratively with the Chief Executive Officer (CEO). STEM Santa Fe is a non-profit that leads STEM programs in Northern New Mexico that are project-based and hands on. It provides extended learning experiences and mentorship for our youth. This young non-profit is growing quickly and as such fosters a dynamic environment that promises constant development opportunities and allows for flexible scheduling. As executive assistant, core duties would include, but are not limited to: identifying grant opportunities, drafting grant applications, compiling programming data, drafting summary reports, interfacing with a bookkeeper, developing and updating various social media postings, and assisting CEO, as needed, in developing tools for fundraising and core programming events.

### Required Skills:

- Excellent communication and writing skills.
- Well-developed organizational skills and attention to detail
- Demonstrated ability to collaborate effectively in small teams
- Demonstrated ability to set goals and achieve them
- Experience with Microsoft Office and G-Suite.
- A problem solver, optimistic, resourceful
- Demonstrated ability to adapt to a changing environment and respond with agility

### Desired Skills:

- Experience with Intuit/Quickbooks
- Understanding and knowledge of social media platforms such as Facebook, Instagram, Twitter
- Previous experience in working with nonprofits.
- Experience with graphic design or media arts
- Education: BS/BA degree

### Time Commitment:

This part time job requires an average of 20 hours a week commitment with opportunity to expand hours with approval from the CEO.

### Where you will be working:

This non-profit is located in Santa Fe, New Mexico. Core program activities are conducted throughout Santa Fe and Rio Arriba Counties. Daily activities are expected to be conducted at the STEM Santa Fe office at Santa Fe Community College, as well as through telecommuting.

### Application Requirements:

To apply for this position please submit your cover letter (addressing required and desired skills), resume via email to [Lina.Germann@stemsantafe.org](mailto:Lina.Germann@stemsantafe.org)

### Compensation:

Rate ranging between \$12-\$16/hour depending on experience.

Deadline for applications: Open until filled.