

La Montañita Cooperative
901 Menaul NE
Albuquerque, NM
(505) 217-2001
<http://www.lamontanita.coop>

Position: Board of Directors Administrative Assistant

Position Description

This position will fall under the direction of the La Montañita Cooperative (LMC) Board of Directors. This is a part-time, up to 25hrs/month position, which will require some evening and weekend work. This is a telecommuting position.

Duties

The Administrative Assistant will:

1. Provide administrative, secretarial, and clerical assistance the Board of Directors, La Montanita Coop.
2. Maintains the filing system in Basecamp (internal project collaboration tool), or other electronic areas, for corporate documents and files.
3. Act as recording secretary for the Monthly Business Meetings including such duties as: developing agendas, coordinating schedules to set dates and times of meetings, preparing and distributing meeting materials, taking and preparing meeting minutes and noting action items.
4. Attend the Monthly Member Meeting and take notes for the minutes; 1 evening per month.
5. Take minutes, either verbatim or conceptual, during any meeting with up to 20 people talking.
6. Use recording to create transcripts from meetings
7. Implements and tracks all board action items via Basecamp, email or other.
8. Assist with special projects, as needed.
9. Maintain Board of Directors Basecamp project documentation.
10. Perform other duties as assigned by the President and/or Secretary.

Skills/Requirement

Must be highly organized and possess strong written and verbal communication skills. Excellent administrative skills required. Proficiency in Microsoft Word, Excel, PowerPoint, and Outlook is required. Requires initiative, motivation, and innovation to assist the organization in meeting its strategic objectives. A minimum of 2 years of administrative experience is required.

Desired

Proficiency in Microsoft Publisher
Knowledge of website development and update

Salary

\$12-\$15/hr Depending on Experience

La Montañita is an Equal Opportunity Employer