

SEASONAL/TEMPORARY CAMPAIGN COORDINATOR SECRETARY JOB DESCRIPTION

United Way of Central New Mexico is seeking a Campaign Coordinator Secretary for its 2020 Workplace campaign team. This is a *35 hour per week, temporary position* beginning on September 1 and will end mid-December 2020. Compensation is \$15 an hour.

Location: This opportunity is based out of UWCNM offices at 2340 Alamo Ave. SE (near Gibson & Yale). UWCNM has a policy of social distancing and requires face coverings/masks for group meetings. After in-person training (Sept. 1-4), some remote work may be possible, but travel to workplace locations may also be necessary. UWCNM serves a four-county area (Bernalillo, Sandoval, Torrance, and Valencia) and mileage is reimbursed.

Responsibilities and Requirements:

We are looking for an experienced administrative professional who will serve as scheduler, organizer and support staff for 4 Campaign Coordinators and will be working closely with the Corporate Relations Administrator. This individual must be customer-service focused when working with our donors and partners and have a positive attitude while multitasking in a fast-paced work environment. Excellent written and verbal communication skills are also required.

In addition, the Administrator must be able to work independently and demonstrate strong computer skills with a high level of proficiency in MS Office, including Access and Excel, and scheduling with Outlook. Additional projects will be assigned such as the customization of printed carbon pledge forms and preparing campaign materials.

Prefer Bachelor's Degree or equivalent administrative work experience. Must have reliable transportation; mileage will be reimbursed for work-related travel.

Time Frame: September 1 through early-to-mid-December (usually off during week of Thanksgiving)

How to Apply: Email cover letter and resume to applicant@uwcnm.org with the subject line "UWCNM Campaign Secretary Application." For best consideration, please submit by Friday, July 31, 2020.