



LEGISLATIVE EDUCATION STUDY COMMITTEE

ADMINISTRATIVE ASSISTANT/ COMMITTEE SERVICES JOB DESCRIPTION

Job Title: Administrative Assistant/ Committee Services

Reports to: Office Manager

Best Consideration Date: Open Until Filled

General Description: The **Legislative Education Study Committee (LESC)** is seeking an **Administrative Assistant**. The administrative assistant is responsible for general receptionist duties such as answering and directing phone calls, greeting visitors, and providing administrative support to the Director, Deputy Director, and staff. In addition, this position will be the main coordinator for committee services, and support with internal and external communications and media outreach. This is an at-will, non-partisan position and the job will require in-state and overnight travel with limited out-of-state travel opportunities.

Duties and Responsibilities:

- Serve as front desk receptionist;
- Support the Director with calendar, including scheduling meetings and other duties as assigned;
- Compile and edit documents as needed;
- Assist the Director in planning and preparation of LESC meetings, including compilation of committee records, staff and member per diem reimbursements, reserving hotels, and social events;
- Maintain office IT inventory;
- Maintain office supply inventory;
- Manage LESC conference room schedule and library;
- Manage building and IT work orders;
- Manage technical coordination of online portals and databases, especially during the legislative session;
- Serve as communications coordinator, including developing press releases and maintaining the LESC website and social media presence;
- Serve as office records liaison, ensuring all files are maintained according to the State Records Retention Schedule;
- Responsible for developing annual draft calendar of proposed LESC meetings for committee consideration and adoption;
- Responsible for compiling weekly Activity Reports and distributing to legislators, associates, and the public.

The LESC is an equal opportunity employer. Staff appointments are made without regard to race, color, religion, sex, national origin, political affiliation, age, disability, or other non-merit factors and solely on the basis of fitness for the job.

Required Qualifications: Successful candidate must have a high school diploma or successful completion of a high school equivalency credential. An associate's degree or higher is preferred. Two years of related experience in office administration or communications experience is strongly preferred. Strong organizational and customer service skills are required. Legislative session and interim committee meetings require the ability to work flexible hours and to travel. Experience with the state of New Mexico SHARE accounting system is a bonus.

Must be able to work under pressure and meet tight deadlines in a fast-paced environment, work independently, and balance multiple projects at once. Must possess good oral communication, writing and editing skills, and strong interpersonal skills, including the ability to work well with a team. Should be able to establish and maintain effective working relationships with legislators, associates, and the public while maintaining non-partisanship. Must handle confidential matters in a trustworthy manner.

Proficiency in Microsoft Office programs, including Word, Excel, and Outlook required. Proficiency in Adobe Suite is preferred. Experience with basic audio/visual equipment is a bonus.

Overview of the Legislative Education Study Committee: <https://www.nmlegis.gov/Entity/LESC/Overview>

Application Procedures: Send a letter of interest and résumé to the Legislative Education Study Committee, ATTN: Alonzo Baca, 325 Don Gaspar, Suite 100, Santa Fe, New Mexico, 87501, or an e-mail to: Alonzo.Baca@nmlegis.gov

The LESC is an equal opportunity employer. Staff appointments are made without regard to race, color, religion, sex, national origin, political affiliation, age, disability, or other non-merit factors and solely on the basis of fitness for the job.