

Now Hiring

Part time Office Assistant

~ 6 hours per week @ \$16.00/hour (Plus mileage) ~

Schedule Interviews @ 575-534-1379

***EMPLOYMENT REQUIREMENTS:**

- Must be at least 18 years of age
- Must have proper photo ID
- Must possess a valid driver license
- Must have a vehicle/transportation
- Background check

***EXPECTATIONS AND DUTIES:**

- Computer proficient=Emails/printing/research/zoom, etc.
- General office duties: copy/print/filing/phone/emails/errands, etc.
- Community outreach/ grants and research, etc.
- Outdoor projects/environmental projects, etc.
- Manage platforms efficiently: website/projects/social media/ accounting maintenance/ organizational meetings, etc.
- Manage media profiles: CANF, CAN, RPP, WHO within media platforms (Facebook, etc.)
- Animal Husbandry-Horses (Optional)

***INDIVIDUAL SKILLS:**

- Must work unsupervised
- Must be motivated and flexible schedule
- Must be self-reliant
- Must be creative
- Animal Husbandry-Horses
- Must have work ethic