



## Future Focused Education Job Description

**Job Title:** Administrative Assistant

**Status:** Full-time position

### **Future Focused Education:**

Future Focused Education (Future Focused) is an Albuquerque-based nonprofit organization. Our mission is to create healthier and more prosperous communities by advancing the best education for students who need it the most. We envision schools as sites of innovation and opportunity, where students become the creators of healthy and more prosperous communities. Future Focused staff collaborate locally and nationally with innovative schools, employers, and a breadth of community patterns to advance practices, programs, and policies that improve equity and opportunity for young people. Future Focused is committed to promoting racial and economic justice through our work with culturally diverse communities to transform education.

### **Position Summary:**

Under limited supervision, the role of the Administrative Assistant is to plan, prioritize, organize, and perform a variety of routine, skilled, and specialized tasks in Human Resources, Payroll, Grant Administration and Administrative Support.

### *FFE Organizational Management and Development*

#### 1. Human Resources:

- a. Receives and processes all relevant source data documentation pertaining to hiring, termination, employee status changes, payroll compensation/deductions, and/or special contract assignments, verifies for completeness, accuracy and compliance, and files in Human Resources shared drive.
- b. Provides general onboarding to new hires.
- c. Maintains and updates documentation tracking systems and databases; ensures proper recording, approval, and disposition of all policies and procedural guidelines.
- d. Serves as primary point of initial contact on any matter directed to the office (including email and office mail); independently researches and prioritizes incoming issues and determines appropriate course of action, referral, and/or response.
- e. Provides administrative assistance and support, to include problem solving, project planning and management, fiscal management, and day-to-day office coordination.

[Future Focused Education – Advancing the best education for the students who need it most.](#)

[FutureFocusedEducation.org](http://FutureFocusedEducation.org) | [info@FutureFocusedEducation.org](mailto:info@FutureFocusedEducation.org)

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2. Board Management: Ensure board meeting and board retreat invites are sent and updated. Maintain documentation of board activities and archiving.
3. Finance: Understands assignment of expenses to ensure compliance with contracts and grants.
  - a. Interface with accounting firm to ensure compliance between financial expenses and grant funding.
  - b. Process payroll for office.
  - c. Process bimonthly payables (incoming invoices, monthly payments, reimbursements, etc.).
  - d. Manage bank deposits (Minimum of 2x per week).
  - e. Follow through on invoice tracking and payment collection.
  - f. Process bank statement reconciliation.
  - g. Assist with Fiscal Sponsorship payroll and payables.
4. Audit: Assist with providing documentation of archived essential information critical for operations, organizational, and founding documentation of the organization.
5. Contract Management:
  - a. Execute contracts between Future Focused Education and consultants and ensure signature of both parties.
  - b. Execute filing of contract to ensure compliance with Future Focused Education standards.
  - c. Follow through on invoicing tracking and payment collection of revenue contracts.

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### Events

1. Manage/organize travel logistics (registration, airfare, lodging) for FFE staff and partners when traveling to and from events, conferences, educational and stakeholder visits.
2. Assist with logistics of Intern/Mentor Orientation in coordination with X3 staff.
3. Assist with logistics of FFE convenings in coordination with Directors which can include anything from invitations, catering, material gathering, to set up and tear down of event.

### Replication and Expansion

1. Work collaboratively with Future Focused staff to identify, propose, and facilitate presentations and workshops and at local, regional and national conferences, gatherings, and convenings.

### **Physical Demands:**

While performing the duties of the job, the employee is regularly required to talk or hear. The employee frequently is required to sit; walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally is required to climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

### **Work Environment:**

Work is performed in a variety of business, education, and office space settings. Willingness to travel within city limits and reliable transportation is required. Evening, weekend, and/or holiday work may be required. In addition, traveling at least once a quarter outside New Mexico may be required. During the COVID-19 pandemic, work will sometimes take place remotely; internet access is required.

### **Qualifications:**

#### Education

*High School Diploma, Associate's degree preferred*

#### Experience

- Two-three years administrative, human resources, or finance support experience.
- Grant related experience preferred.

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### Alignment with FFE's Guiding Principles

- Seeks to work in collaboration.
- Chooses to influence rather than control.
- Values local wisdom to inform the work.
- Is responsive to the local community and follows through on commitments.
- Identifies as a learner and adapts based on data we collect.
- Uses an asset-based perspective.
- Uses transparent communication as a tool for growth.
- Engages with our mission "to provide the best education for the students who need it the most" to inform and guide the work.

### Skills

- Spanish speaking skills are a plus.
- Proficiency with Microsoft Office, Google suite and Zoom.
- Exceptional organizational and time management skills, problem-solving, dependability and integrity.
- Exceptional communication skills.
- Strong interpersonal skills, including the ability to work collaboratively with others and respond to differences with flexibility, self-awareness, and respect for others' identities and cultures.
- Project management skills.
- Sophisticated relationship-building skills: the ability to build trust and adapt communication styles to work effectively with a variety of team members.

### **How to Apply:**

For consideration, applicant must submit a cover letter, resume, and three references to:

Mistie Gallegos, Director of Operations

[mistie@futurefocusededucation.org](mailto:mistie@futurefocusededucation.org)

Qualified candidates will be contacted for an interview.

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