



NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT

Job Posting

JOB TITLE: NCNMEDD Intern

SALARY RANGE: \$12.00 to \$15.00 per hour depending on qualifications and experience

JOB DESCRIPTION: NCNMEDD Interns are students pursuing an associate's or bachelor's degree in fields related to NCNMEDD programs. Interns are hourly employees who work part-time, no more than 30 hours per week. Interns are not eligible for retirement or medical benefits.

Depending on experience and area of education and interest, NCNMEDD Interns may support the following NCNMEDD departments and programs:

- Non-Metro Area Agency on Aging, which administers senior services throughout New Mexico,
- Community and economic development projects for communities in north central New Mexico; and/or
- Administrative functions overseen by the Executive Director.

DUTIES & RESPONSIBILITIES: NCNMEDD Interns must have knowledge of the organization, including key personnel and the agency's mission and programs. Interns will be assigned a specific scope of work depending upon their experience and area of education and interest.

This position requires a highly motivated and responsible individual with good time management skills who can work on special projects and perform repetitive tasks as necessary. This individual must be a self-starter capable of performing work with minimal direct supervision. The responsibilities of this position will require the individual to attend some meetings at the discretion of the Executive Director. Some travel may be required.

EXAMPLES OF WORK

NCNMEDD is currently recruiting for one or more Interns to support the following work:

Area Agency on Aging

- Compliance review of Area Agency on Aging provider financials and audits
- Data entry support for provider reimbursements
- Assistance in drafting two-year plan for the Non-Metro AAA, including data analysis
- Assistance with request for proposal process for AAA providers

Community Development

- Assistance in writing affordable housing plans, including data analysis
- Support for new fee-for-service work in community and economic development and affordable/workforce housing

Administration

- Other duties as assigned by the Executive Director to meet the goals and objectives of NCNMEDD

QUALIFICATIONS AND SKILLS REQUIRED

- Intern must be enrolled and in good standing at a two or four-year New Mexico institution of higher education.
- Strong computer skills, particularly MS Office Suite programs and MS Excel
- Strong writing skills
- Proficiency with computer graphics, such as use of infographics, maps, charts, etc.
- Valid New Mexico driver's license that will allow the Intern to travel if required.

KNOWLEDGE AND ABILITIES

- Ability to make good, sound-judgment decisions
- Ability to assess and prioritize multiple tasks, projects and demands
- Ability to establish priorities
- Knowledge of problem solving techniques
- Ability to interpret and apply agency policies and procedures
- Ability to complete tasks within deadlines
- Maintains effective working relationships with NCNMEDD staff, contractors and Board members
- Good oral and written communication skills
- Ability to communicate well with the general public
- Ability to develop a reasonable understanding of agency programs
- Ability to work and perform in conflict/crisis environments
- Demonstrates behavior that maintains NCNMEDD's credibility, integrity and positive image in the region

SUPERVISORY RESPONSIBILITIES

This position does not require supervisory responsibilities.

PHYSICAL DEMANDS

This position requires basic physical demands for working in an office environment including sitting for long periods, using computers and other typical office equipment, driving a car/van, carrying documents and walking.

TRAINING

No special training is required for this position. Standard training for all employees will be applied to this position as well as any training deemed beneficial by management in the future.

DECISION-MAKING

This position does not require decision-making responsibilities beyond those required in a typical day-to-day working environment.

COMMUNICATIONS

Reports to the Executive Director and interacts with NCNMEDD employees. Depending on the assignment, may interact with contractors, New Mexico State agencies, Federal agencies, state and local elected officials, the public, and private and/or corporate entities.

EQUIPMENT USED

Typical office equipment will be used such as computers, calculators, phones, copier/printers, projectors and cars/vans.

WORK ENVIRONMENT

This position will work in a standard, smoke-free, indoor office environment with other staff.

CONDUCT

NCNMEDD has a direct and vital impact on the quality of life for those we serve. Accordingly, the services we provide require honesty, impartiality, and fairness and must be dedicated to the protection and promotion of the public health, safety, and welfare. As an employee and representative of the NCNMEDD and its Board of Directors, all personnel are required to exhibit and practice the highest standard of honesty and integrity and must perform a standard of professional behavior that requires adherence to the highest principles of ethical conduct in all aspects of the position.

APPLICATION REQUIREMENTS

Complete NCNMEDD employment application online at www.ncnmedd.com, submit letter of interest and resumé as attachments to online application or e-mail to ncnmedd@ncnmedd.com or mail documents to:

North Central New Mexico Economic Development District
Attention: Monica Abeita, Executive Director
3900 Paseo de Sol
Santa Fe, New Mexico 87507