

DEVELOPMENT ASSISTANT POSITION

Division: Development

Pay: \$20/hour

Position: full- Time, Permanent

Classification: Hourly, Non-exempt

Application Deadline:

- Priority Review: June 23, 2025
- Final Deadline: July 1, 2025
- Anticipated Start Date: August 1, 2025

About Encuentro:

Encuentro's mission is to build a thriving New Mexico through educational and career opportunities for Latine immigrant adults. We focus on community-based adult education that fosters leadership, economic mobility, and social justice, with immigrant-led programming and a strong emphasis on cultural and linguistic accessibility.

Position Overview

The Development Assistant supports Encuentro's fundraising, communications, and outreach efforts. Reporting to the Communications Manager and collaborating with the Development Team, this role involves event coordination, stakeholder engagement, volunteer management, and administrative support. The ideal candidate is bilingual (Spanish-English), detail-oriented, tech-savvy, and enthusiastic about community-led work.

Key Responsibilities

1. Event Coordination (30%)

- Coordinate and support events such as Friendsgiving, Tree of Life, house parties, graduations, and information fairs.
- Provide hands-on event support and follow-up.
- Assist with logistics, materials, and guest outreach.

2. Administrative Support (30%)

- Maintain donor database and files (DonorSnap).
- Assist with donor cultivation, campaigns, direct mailings, and thank-you calls.
- Coordinate meetings, print jobs, and supply ordering.
- Process donations, issue invoices, track pledges and expenses.

3. Community Outreach & Volunteer Coordination (25%)

- Represent Encuentro at community events; lead orientations and volunteer sessions.
- Manage volunteer recruitment, scheduling, communication, and recognition.
- Maintain records and track engagement with stakeholders (donors, volunteers, funders, etc.)

4. Communications & Marketing (15%)

- Draft, edit, and distribute print/digital materials.
- Support storytelling and documentation through photo and testimonial collection.
- Help maintain visual archives and assist with Canva, Constant Contact, and social media basics.

Qualifications

Required Skills

- Bilingual: Fluent in English and Spanish (written and verbal); public speaking required.
- Excellent interpersonal and customer service skills.
- Time-management, attention to detail, and ability to prioritize.
- Tech proficiency: Microsoft Office, Google Suite, and ability to learn tools like DonorSnap, Constant Contact, Canva.
- Comfort using office equipment (computers, printers, phones).

Personal Attributes

- Passion for immigrant rights and social justice.
- Team-oriented with a growth mindset.
- Strong organizational skills and ability to work independently.
- High standards of professionalism, discretion, and confidentiality.
- Commitment to inclusivity and equity across race, gender, identity, and immigration status.

Education & Experience

- Bachelor's degree or 2–3 years relevant experience in admin support, event planning, development, or similar.
- Comparable community-based experience in place of formal education will be considered.

Compensation & Benefits

- \$20/hour for 40 hours/week
- Monday–Friday, 9 am–5 pm (remote option Fridays after 90-day probation)
- Paid Time Off:
 - 15 vacation days in Year 1 (2 added per year, up to 10 more)
 - 34 additional days (holidays, Thanksgiving week, winter/spring breaks)
 - Sick leave: 4 hours per pay period
- Health Insurance: 80% of individual premium covered
- 401(k) access with potential employer match
- Flexible scheduling may be possible after onboarding

Work Environment & Physical Requirements

- Office-based with occasional evening/weekend events
- Must be able to lift up to 25 lbs, travel locally (~10%)
- Regular use of computers and office equipment
- Requires sitting, standing, walking, and some manual dexterity

How to Apply

Submit the following by June 23, 2025 (priority) or July 1, 2025 (final) to info@encuentronm.org:

- Letter of Intent in Spanish (max 2 pages) explaining:
 - Why you're applying
 - Relevant experience
 - Knowledge of Latine culture and immigrant issues
 - Alignment with the responsibilities and qualifications
- Resume in English
- Three references

Subject line: "[Your Full Name] Development Assistant Application"

For more info, visit: www.encuentronm.org. No phone calls please. Email questions to: info@encuentronm.org