Northern New Mexico Horsemen's Association (NNMHA)

Job Title: Operations Coordinator

Reports To: Executive Committee
Location: Remote
Employment Type: Independent Contractor, part-time, hourly
Anticipated Hours: 5-10 hours per week, varies. May be higher in summer months
Benefits: None

Position Overview

The Operations Coordinator serves as the organizational support person for the organization. This role ensures the efficient flow of information between The Board of Directors, Executive Committee, and Volunteers, while maintaining digital platforms, records, and key administrative operations as designated by the Executive Committee. The ideal candidate is highly organized, proactive, and able to manage multiple projects in a collaborative, mission-driven environment.

Key Responsibilities

A. Communications Management

- ***Serve as the primary point of contact for Board Members, and Volunteers.***
- ***Coordinate with the IT/Website Contractor and Communications Committee to ensure prompt, accurate publication of digital communications and online updates, including social media posts, website updates and emails.***
- ***Support the Communications Committee to ensure monthly newsletters are published and regular emails and social media posts are made on the established schedule.***
- *Maintain online accounts, communication tools, and digital systems* ***to ensure consistent and effective outreach.***

B. Document Management & Organizational Support

- ***Assist with the organization of association archives to ensure critical documents are securely maintained and easily accessible.***
- ***Providing administrative and presentation support as needed.***
- ***Maintain organizational databases to support grant tracking, reporting, and Board analytics.***

- ***Track data to inform continuous improvement, strategic planning, and program measurement from survey data.***
- ***Support the education program through scheduling, coordination, and implementation assistance as directed by the Executive Committee.***
- ***Track ongoing initiatives to ensure accountability, progress, and timely completion.***

C. Grant, Volunteer, and Event Coordination

- ***Coordinate all aspects of the grant application and reporting process, including maintaining deadlines and deliverable calendars.***
- ***Assist with volunteer program coordination, recruitment, and engagement efforts.***
- ***Maintain an internal Calendar of Events for the organization***
- ***Assist with event registration, marketing, and administrative coordination at the direction of the Executive Committee.***

Qualifications

- ***Bachelor's degree (or equivalent experience).***
- ***2–4 years of experience in project coordination, and/or administrative support.***
- ***Strong written and verbal communication skills.***
- ***Proficiency in computer and digital platforms, database management, and online communication tools.***
- ***Demonstrated organizational ability and attention to detail.***
- ***Experience working with nonprofit boards and volunteers is highly desirable.***

Compensation

$30 to $40 per hour based on experience

To Apply

Please submit your resume, cover letter, and two professional references to cic@NNMHA.org. Applications will be reviewed on a rolling basis until the position is filled.
