



**Part-time Position Available:**

**Data entry and office administration, 10-15 hours per week**

**ABOUT THE ORGANIZATION:**

The New Mexico Farmers' Marketing Association (NMFMA) is a 501c3 non-profit educational organization dedicated to strengthening the local food system by supporting agriculture producers and cultivating strong networks for a healthier New Mexico. We envision a food system where farmers earn a fair price for their products, and where fresh, healthy, culturally appropriate food is available and affordable for everyone.

**POSITION DESCRIPTION:**

This job is highly administrative. The successful candidate will provide key internal support to the NMFMA finance department. The ideal applicant will have impeccable attention to detail, be able to effectively manage information and data, and be persistent in their communications with other staff, all while working within a vibrant non-profit environment.

**REPORTS TO:** Financial Manager

**RESPONSIBILITIES:** The job may include, but is not limited to, the following activities:

**Data Entry (80%)**

- Entering a variety of transactions into Quickbooks. (Experience with Quickbooks Desktop and/or bookkeeping is helpful but not necessary.)

**General Administration (20%, as time permits)**

- Support general office administration: license renewals, equipment updates, etc.

**QUALITIES WE'RE LOOKING FOR INCLUDE:**

- Commitment to the NMFMA's mission, vision, and values
- A self-starter comfortable working with others and working alone
- Highly organized with excellent attention to detail and record-keeping skills
- The ability to meet deadlines
- Experience with agriculture, food systems, or non-profit helpful but not required

**OTHER:**

Employee must live in or around Santa Fe. Most of the work must take place in our Santa Fe home office. Once trained to do the job, there is huge flexibility around when the work is completed. The NMFMA is committed to diversity and inclusion in its hiring practices.

**SALARY RANGE AND BENEFITS:**

Salary range: \$17- 20/hour. Health insurance, vacation, paid holidays are offered based on a prorated basis (percent of hours worked per week).

**HOW TO APPLY:** Send a cover letter, and resume, as PDF attachments to: [questions@farmersmarketsnm.org](mailto:questions@farmersmarketsnm.org) with "Data Entry" in the subject line.

**DEADLINE:** Open until filled