

Job Posting: New Mexico Rural Library Initiative

www.nmrurallibraryinitiative.org

Position – Program and Administrative Assistant

Status – Full-time (34 hours a week - 7.5 hrs Mon-Thurs, 4 hrs Friday)

Compensation – \$25 an hour

Location – Remote (New Mexico residents preferred)

Agreement – This position is subject to a 1-year contract with possibility for extension (dependent on available funding)

Release Date – August 31, 2026

Letters of Interest Due – 11:59 PM MT, September 18, 2026

About NMRLI

The New Mexico Rural Library Initiative (NMRLI) seeks funding, provides resources, and advocates for about 60 public libraries in small villages and Tribal communities throughout the state. We are a small, fully remote team dedicated to elevating and strengthening rural libraries across the state.

About the Position

NMRLI is seeking a collaborative, detail-oriented Program and Administrative Assistant to join our small team. This is a hybrid role combining support for organizational administration and the coordination of health, educational and community programs delivered through our rural library partners. The right person is organized, comfortable working independently, and genuinely cares about rural communities and libraries.

Primary Responsibilities

- Coordinate health-related workshops and programs with rural library partners and community-based/state organizations
- Track program data, participation, and outcomes; compile reports and communicate updates to the Executive Director and board
- Maintain organized shared digital files in Google Drive, including naming conventions and folder structure
- Support with the tracking of organizational deadlines and schedules: grant reports, board meeting dates, legislative sessions, program milestones, donor touches, and social media and website updates
- Draft and proofread routine correspondence (partner emails, letters, acknowledgments)
- Help with updating and maintaining contact databases for library directors, partners, and legislators
- Support with the development and maintenance of a donor database – researching appropriate tools, building initial records, and establishing processes for tracking gifts and donor communications

Qualifications

Required:

- Strong organizational, writing, and communication skills

- Flexible and adaptable in a growing organization
- Proficiency with Google Workspace (Gmail, Drive, Docs, Sheets, Calendar), Zoom, and basic database management
- Experience with basic bookkeeping support, handling receipts for travel, dealing with contracts, bills
- Reliable personal computer and internet connection; ability to work independently in a remote environment
- Valid driver's license and reliable personal vehicle (travel to member libraries is reimbursed at the federal IRS mileage rate)

Preferred:

- Experience working in a nonprofit, library, public health, or community organization
- Familiarity with New Mexico's communities, legislative processes, or advocacy work
- Experience coordinating community programs or events
- Genuine appreciation for libraries and rural communities
- Spanish language skills are a plus

Benefits

- Health Reimbursement Arrangement (HRA) – \$3.75/hour worked, usable for individual health insurance premiums and qualifying medical expenses
- Paid Time Off – accrues from day one, prorated
- Paid holidays – 11 per year, prorated
- Mileage reimbursement at the current IRS standard rate for work-related travel
- Semi-flexible remote work schedule

How to Apply

Send a resume and a brief cover letter (one page or less) describing your interest in this role and any relevant experience to sheln@nmrurallibraryinitiative.org. Applications will be reviewed on a rolling basis, with priority given to letters of interest received by **11:59 PM MT on September 18, 2026**. NMRLI is an equal opportunity employer.