

ANMTA JOB POSTING

POSITION: Executive Director – Contract Position

CLOSES: November 30, 2016

SUMMARY: Assume all administrative responsibilities to support ANMTA Board of Directors and Association committees. Support to include, but not limited to, maintaining all files, forms, membership lists, minutes, financials, update website as needed, disburse conference materials to members electronically, bill and collect dues and all conference fees and other duties as may be assigned.

REQUIREMENTS: Must have exceptional writing and grammatical skills. Experience in customer service. Intermediate to expert skills in the following software formats: Word Processing, Excel, Publisher, QuickBooks and WordPress. Over-night travel is required.

Please submit letter of interest and resume or job history to info@anmta.org or mailed to 86 Dog Canyon Rd, Alamogordo, NM 88310 no later than November 30, 2016 as posted above.