

**Animal Protection of New Mexico, Inc.**  
P.O. Box 11395, Albuquerque, N.M. 87192-0395  
(505)-265-2322; fax: (505)-265-2488

**JOB DESCRIPTION**

Created: December 2017

=====  
**Title:** Legislative Campaign Associate  
Animal Protection of New Mexico (APNM) and Animal Protection Voters (APV)

**Position Responsibility:** To bring about systemic change for animals in New Mexico by supporting the passage of legislation, including but not limited to legislative tracking and internal reporting, research and data collection and analysis, grassroots correspondence, community organizing & outreach, electoral candidate research and tracking, development of informational materials, and utilization of volunteers and citizen advocates.

**Position Objectives:**

- Provide support for APV's state, federal, and local legislative policies and programs, to include internal bill tracking and reporting, developing and preparing lobbying materials, news monitoring, grassroots outreach, candidate research and questionnaires, meeting attendance, public testimony at legislative hearings, and participation in related APNM programs.
- At the direction of the Chief Legislative Officer, work with executive leadership and staff directors to administer public outreach campaigns to promote APV and its priority issues—utilizing a variety of supporter communications and media approaches, including drafting press releases, organizing press conferences, broadcast media plan development, social media, website updates and email alerts.
- Monitoring and documenting work product related to legislation and policy to ensure information is tracked and organized and that deadlines are met.
- Conduct research and perform initial data analysis—including correspondence and formal public information requests—in support of APV legislative programs and relevant APNM programs, policies and development efforts, to strengthen case arguments and secure broader support for APV.
- Develop content and manage collateral material projects to support legislative and policy efforts, including the annual APV Scorecard and posts on the APV Blog.
- Respond to requests and questions from citizen advocates and the general public to support legislative initiatives and promote APNM and APV programs and priority issues, including companion animals, wildlife, equines, and farmed animals.
- Assist Program Manager with the recruitment, training, oversight and engagement of volunteers to support legislative and policy initiatives, including organization of phone banks and lobby days, and with utilizing outreach opportunities.
- Any other tasks necessary to facilitate successful advocacy for animals on behalf of APV and APNM, including note-taking, mailings, meeting preparation, event planning and coordination, and fundraising as needed.

**Term of Employment:** Full time, salaried

**Location:** Santa Fe office

**Reports to:** Chief Legislative Officer

**Titles Reporting to Position:** None.

**Review/Anniversary Month:** TBD (Approximately one year after hiring date)

**Travel Requirements:** Occasional travel to APNM/APV Albuquerque office. Moderate travel throughout New Mexico may be required for organizing & outreach work.

**Physical Requirements:** May require lifting and carrying materials for some programs. Wheeled carts can be utilized for heavier items.

**Benefits:** APNM offers a group health insurance plan for employees (99% employer paid), a group dental insurance plan (70% employer paid), a 401(k) retirement plan into which APNM pays 1% of salary (employee must also contribute at least 1%) per year, and paid vacation time.

---

**Qualifications:**

- Associates or Bachelors Degree required.
- Associates, Bachelors, or Graduate Degree in political science, law, government policy, or public affairs preferred. Alternatively, previous employment experience in public policy, government relations, non-profit advocacy, or political work preferred.
- Sound verbal and written communication skills.
- Can adapt and respond with flexibility to reasonable changes in work priorities and circumstances.
- Willingness to work non-traditional hours (e.g., evenings, weekends, extended hours) in the case of the legislative session, special events, and urgent time-sensitive matters in order to meet deadlines or achieve outcomes.
- High attention to detail.
- Highly organized with the ability to manage multiple tasks simultaneously.
- Strong sensitivity and responsiveness to deadlines.
- Desire to work in and support a team environment and its goals.
- Ability to remain calm under pressure or in conflict situations.
- Computer-literate and experienced in using a variety of computer software including Microsoft Outlook e-mail, Excel, Word, online research required. Additionally, experience in Facebook, Twitter, and/or Wordpress desired.
- Familiarity with New Mexico preferred.

**Values and Culture of APNM:**

APNM is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.

APNM expects all its employees to abide by ethical and professional standards of conduct that are meant to support its mission, to emphasize mutual respect for others and ensure that our work is focused and effective. The following list is meant to be illustrative and is not all-inclusive:

- employees must be punctual;
- all employee communication must be professional, courteous, honest and respectful;
- employees must work directly with a colleague or other contact to resolve conflicts rather than engaging in any communication about that person with others, except when attempting to resolve a situation through communication with a supervisor. If an employee is uncomfortable directly addressing an issue with a colleague, or if an issue remains unresolved, the matter must be brought to the attention of an employee's manager so the issue can be managed constructively;
- employees are not to ever engage in gossip or other negative or critical remarks or communication about fellow staff or board members; the only acceptable method of discussing concerns of this nature are with your supervisor. Internal and discretionary communication about members, members of the public, colleagues or any other contact beyond the organization is an exception to this rule, but must be focused on solving a problem;
- employees must strive to emphasize the positive and constructive aspects of all those in the workplace or within their professional sphere.

**Application Deadline:** Monday, April 9, 2018

**To apply**, please send resumé and cover letter via email to Daniel Abram, Deputy Director, [daniel@apvnm.org](mailto:daniel@apvnm.org)