



Animal Protection of New Mexico Employment Opportunity
Posting Date: January 2019

Organization: Animal Protection of New Mexico (APNM) is a statewide nonprofit animal advocacy organization that started in 1979, with a paid staff of about 20 individuals and numerous volunteers. With offices in Albuquerque and Santa Fe, Animal Protection of New Mexico is an equal opportunity employer whose work, approaches, and decisions are informed by guiding principles. Our dedication to employee health and wellness is reflected in the generous benefits package we offer, including opportunities for mindfulness training to help employees build resilience over time, the ability to earn flexible work arrangements, and more.

Job Title: Equine Program Manager

Employment Start Date: Immediately

Employment Category: Regular, non-exempt, hourly, full-time employment

Compensation & Benefits: Competitive salary, generous paid time off, 100% employer paid health insurance, 70% employer paid dental insurance; employee paid group vision insurance, and up to 1% of salary employer contribution to a 401k retirement plan annually.

Location: Based primarily in APNM's Albuquerque office.

Reporting: This position reports to the Chief Program & Policy Officer.

Summary of Position:

Responsible for leading, planning, and implementing the equine protection program for Animal Protection of New Mexico, and collaborating with Animal Protection Voters staff on equine-related legislative priorities. The equine program manager's scope of work will include domestic and free-roaming equines across New Mexico, focusing activities and resources to support the greatest number of equines.

Skills and Competency Areas:

- Excellent assessment and planning skills, including the ability to identify issues and potential solutions/resources/tools that facilitate positive outcomes
- Ability to implement a plan, overcoming obstacles along the way using collaboration, creativity, and innovation

- Highly organized with the ability to manage details and multiple tasks while meeting deadlines
- Ability to effectively and professionally communicate and work with a diverse constituency (diverse in ethnicity, gender, age, opinions, etc.)
- Excellent “people skills” including collaboration, persuasiveness, sensitivity to others, team and rapport building, listening skills, conversational ease, flexibility, and assertiveness
- Desire to work in and support a team environment and its goals, and experienced with team leadership, while also demonstrating independence, self-motivation, and self-confidence
- Excellent communication skills, including written, verbal, and presentation skills
- Can respond with flexibility to reasonable changes in work priorities and circumstances
- Macintosh computer-literate, and experienced in using a variety of computer software programs including e-mail, Microsoft Office products, web-based software products, databases, and social media
- Familiarity with New Mexico required

Travel Requirements: A moderate amount of travel around New Mexico is expected, particularly to rural areas of the state. Must have a valid New Mexico driver’s license and be able to use personal vehicle for work-related travel as appropriate.

Minimum Physical Requirements: Must be able to perform job duties in a normal office/work environment.

Education/Experience Requirements:

- Ideal candidates will be knowledgeable of equine care and equine-related issues, with at least five years experience in program planning and management. Formal education preferred but not required.

Applying: Send resumé and cover letter via email to Daniel Abram, Deputy Director, daniel@apnm.org