**Animal Protection of New Mexico Employment Opportunity**

**Job Title:** Government Affairs Associate

**Posting Date(s):** December 10, 2020, until filled

**Employment Start Date:** As soon as possible

**Employment Category:** Regular, Exempt, Full-time

**Compensation:** Annual salary based on years of relevant experience; Approximately 3-5 years relevant experience would result in an offer in the $35,000-36,000 range.

**Location:** Santa Fe office (working from home during the COVID-19 pandemic)

**Reporting:** Government Affairs Associate position reports to Chief Legislative Officer;
No positions reporting to Government Affairs Associate

**Summary of Position:**
Position Responsibility: To bring about systemic change for animals in New Mexico by supporting the passage of legislation at the state, local, and federal level, with an emphasis on grassroots advocacy and outreach, legislator accountability, election work, and events.

Primary Responsibilities and Duties:

* Become conversant in APV-driven initiatives and issues, including but not limited to:
	+ Restricting traps, snares, and poisons on public land;
	+ Building support and infrastructure for equine rescue and the fight against horse slaughter;
	+ Strengthening protections for companion animals and their families facing domestic violence crises;
	+ The need to overhaul state wildlife management and non-game and endangered species conservation;
	+ Farmed animal welfare measures; and
	+ Other cruelty issues such as hoarding and extreme animal abuse.
* Conduct grassroots outreach & community organizing work in support of initiatives
* Utilize volunteers on projects during and before/after session
* Serve as lead organizer of annual/biannual Lobby Day at the state capitol
* Manage and respond to general public inquiries/comments on APV’s work
* Track and monitor legislation as part of the APV lobby team
* Work closely with the marketing & communications department to develop regular public communications to support APV work; Learn and use email, online petition/action, social media, website and media relations tools to assist or supplement communications during high-volume time periods
* Lead political engagement such as voter registration and GOTV, manage candidate questionnaires and endorsement processes, and plan and execute political fundraisers
* Contributing to aspects of campaign finance reporting and tracking
* Take on any other tasks necessary to facilitate successful advocacy for animals on behalf of APV and APNM, including coordinating and collaborating with coworkers providing support for government affairs work, event planning and coordination, and fundraising as needed

**Skills and Competency Areas:**

* Computer-literate and experienced in using a variety of software and online tools, including Microsoft Outlook email, Excel, Word, online research, social media
* 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
* Sound verbal and written communication skills
* Can adapt and respond with flexibility to reasonable changes in work priorities and circumstances
* 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
* Familiarity with New Mexico preferred
* Spanish or Indigenous language abilities a plus

**Travel Requirements:** Moderate travel throughout New Mexico may be required for organizing & outreach work. Occasional travel to APNM/APV Albuquerque office. Valid NM driver’s license, vehicle, and insurance required.

**Minimum Physical Requirements:** Occasional lifting/moving materials for some projects.

**Education/Experience Requirements:**

* Associates or bachelor’s degree required
* Previous experience with community, grassroots advocacy, or political organizing preferred
* Demonstrated interest for the welfare and protection of animals in New Mexico

**How to Apply:** Send resumé and cover letter to Daniel Abram, Deputy Director, daniel@apnm.org.