



# ANIMAL PROTECTION NEW MEXICO

*respect all animals \* protect all animals*

## **Animal Protection New Mexico Employment Opportunity**

**Job Title:** Humane Education Virtual Program Manager

**Posting Date:** First posting internally, September 22, 2021

**Employment Start Date:** ASAP

**Employment Category:** Regular, non-exempt, full time

**Compensation:** TBD based on experience. Salary range: \$41,564 - \$62,346. Generous benefits package.

**Location:** Based in New Mexico

**Reporting:** This position reports to the Chief Program Services Officer; no staff report to this position

### **Summary of Position:**

#### **Position Background:**

Since 2011, APNM has delivered humane education program services for New Mexico communities. These program services have included two age-appropriate curricula:

- *The Animal Connection*, a 12-week curriculum for grades 3 – 8, and
- *The Animal Connection Jr.*, a four-week curriculum for grades pre-K – 2

Pre-Covid, *The Animal Connection* and *The Animal Connection Jr.* were delivered live in classrooms by APNM's team of humane educators and their registered therapy dogs, in six public school districts in central and northern New Mexico.

When the Covid-19 pandemic halted in-person instruction, APNM pivoted to online delivery of our humane education curricula. Now, teachers across New Mexico can offer *The Animal Connection* and *The Animal Connection Jr.* virtually to their students via the online educational

platform LearnWorlds. The virtual program enables APNM to meet one of its high-priority 10-year goals: to provide widespread humane education to New Mexico communities.

**Position Responsibility:**

To bring about systemic change for animals in New Mexico by managing all aspects of *The Virtual Animal Connection* program.

**Position Objectives:**

1. Promote the virtual curricula to New Mexico educators, beginning with communities with the greatest need for humane education, as identified by animal welfare, socioeconomic, and academic benchmarks. Promotional avenues may include email, social media, telephone, letter, and, Covid-safe guidelines allowing, in-person meetings.
2. Work with the APNM Marketing & Communications Dept. to plan, develop content for, and implement a marketing campaign to promote the virtual curricula.
3. Maintain the LearnWorlds course platform. Revise curriculum materials (video lessons, lesson plans, suggested activities) as needed, based on educator feedback and inputs from other relevant stakeholders.
4. Enroll and train teachers to use LearnWorlds. Provide support to teachers on maintaining and customizing their individual course portals.
5. Administer, manage, track, and analyze the LearnWorlds course evaluation tools.
6. Gather testimonials, anecdotes, images, and other materials from program users for use in promotion and fundraising.
7. Contribute program-related content for APNM ealerts, publications, town halls, annual fundraising events, and other outlets as needed.
8. Submit regular written and oral reports to the Chief Program Services Officer describing program progress, obstacles, and other process information.
9. Assist the Education Outreach Director, Humane Educator, Chief Program Services Officer, and other APNM staff with Education Program-related tasks as needed.

**Skills and Competency Areas:**

1. Knowledge of New Mexico and its communities. Knowledge of Pueblo and Native cultures preferred.
2. Knowledge of New Mexico K-8 educators' responsibilities, challenges, and opportunities.
3. Knowledge of current animal welfare and protection issues.
4. Ability to effectively and professionally communicate with a diverse constituency (diverse in race, ethnicity, culture, gender, age, opinions, etc.).
5. Computer-literate and experienced in using a variety of computer applications, including email, Word, Excel, and Internet research.
6. Ability to set up, maintain, and update a digital learning platform.
7. Excellent customer service.
8. High aptitude in problem-solving.
9. Excellent verbal and written communication skills.

10. Ability to take initiative and work independently; self-motivated, resourceful, and dedicated to outcomes.
11. Desire to work in and support a team environment and its goals.
12. Bilingual in English and Spanish preferred.

**Travel Requirements:**

Covid-safe guidelines allowing, period travel within New Mexico may be required to promote the virtual curricula and provide support to teachers delivering the program. Valid driver's license, vehicle, and insurance required.

**Minimum Physical Requirements:**

May occasionally require lifting and carrying materials. Wheeled carts are available.

**Education/Experience Requirements:**

Preferred candidate will have significant experience in program development, program management, and team building. Preferred candidate will have an Associates degree, or Bachelor of Arts or Bachelor of Science degree, or commensurate experience.

**How to Apply:**

Email résumé and cover letter to Elizabeth Wolf, Chief Program Services Officer, [elizabeth@apnm.org](mailto:elizabeth@apnm.org) by 11/15/21.