



Animal Protection New Mexico Employment Opportunity

Job Title: Marketing and Communications Assistant

Posting Date(s): November 8, 2021 through February 8, 2022

Employment Start Date: ASAP

Employment Category: Term position for four (4) months; subject to 2022 budget approval term may be extended beyond four (4) months.

Compensation: Range: \$34,608 to \$51,911; final offer based on demonstrated relevant experience.

Location: The position is based in our Albuquerque office but all staff are working remotely due to COVID-19 until further notice.

Reporting: MarCom Assistant position reports to the Chief Marketing and Communications Officer. No positions report to the MarCom Assistant.

Summary of Position:

Position Responsibility:

Animal Protection New Mexico is a statewide nonprofit that protects animals by creating social change resulting in the humane treatment of all animals. We create policies, infrastructure, and services that protect animals and strengthen our communities, and we design and implement humane and pragmatic solutions to seemingly intractable problems involving animals. *Our mission is to advocate the rights of animals by effecting systemic change, resulting in the humane treatment of all animals.*

The Marketing and Communications Assistant role will help bring about positive systemic change for animals in New Mexico by supporting APNM's mission. This role primarily supports the Marketing and Communications Department in meeting deadlines and departmental goals.

Position Objectives:

- Provide assistance to the Chief Marketing and Communications Officer and Communications Manager on a variety of tasks as assigned, including:
 - Graphic design

Animal Protection of New Mexico, Inc. APNM.org info@apnm.org

ALBUQUERQUE: PO Box 11395 Albuquerque, NM 87192 505.265.2322 505.265.2488 (fax)

SANTA FE: 1111 Paseo de Peralta Santa Fe, NM 87501 505.445.0500

- eAlerts (emails), press releases, and social media posts
- Taking photos and simple videos
- Management of assets, including photos, logos, press releases, videos, and more
- Website content updates

Skills and Competency Areas:

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- Macintosh computer-literate
- Experience using Adobe products (InDesign, Illustrator, Photoshop, and Acrobat); MS Office for Mac (Outlook, Word), and willingness to learn other relevant software including Smartsheet, Salsa Engage, Critical Mention, Canva
- Experience with social media platforms (Facebook, Twitter, Instagram, LinkedIn, YouTube)
- Strong written and verbal communication skills
- Demonstrated attention to detail and ability to meet deadlines
- Basic photography skills (with iPhone)
- Graphic Design portfolio showing print and digital work
- Eager to take on and complete a variety of assignments
- Desire to work in and support a team environment and its goals
- Familiarity with New Mexico is preferred
- Interest and passion for animal advocacy a plus

Travel Requirements:

Occasional travel throughout New Mexico required as needed for documenting (through photography and/or video) program work. Valid NM driver’s license, vehicle, and insurance required.

Minimum Physical Requirements:

Occasional lifting/moving materials for some projects. Wheeled carts are available.

Education/Experience Requirements:

Candidate must have at least 1 year graphic design experience.

How to Apply:

Send resume, cover letter, and link to your online portfolio via email with subject line “MarCom Assistant” to Jessi Princiotto, Chief Marketing and Communications Officer, at jessi@apnm.org

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