



Animal Protection New Mexico Employment Opportunity

Job Title: Plant-Based Eating Program Manager

Posting Date(s): December 8, 2022

Employment Start Date: Immediately

Employment Category: Full-time, term employment (through October 31, 2023, with intention to seek renewed funding and continue position into its 5th year)

Compensation: Competitive compensation, 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: Candidate must be based in New Mexico. APNM staff is working primarily from home, with occasional work from APNM's Albuquerque and Santa Fe offices.

Reporting: This position reports to the Program Director. No staff report to this position.

Summary of Position: Support and lead planning and implementation of APNM's Plant-Based Eating program and continue implementation of the program's strategic plans. Focus on expanding plant-based eating where there is the highest potential for impact and outcomes, particularly at institutions, in conjunction with government agencies and legislative opportunities, at businesses, and through strategic outreach to the public. Research existing models and successes, determine community readiness/opportunities, and implement phased one-year plan. Maintain existing relationships and establish new partnerships with agencies, public and private institutions/businesses, relevant professionals. Continue to organize a community-based health care professional ambassador committee to maximize program impact. Explore other potential funding sources to support program long-term. Partner with Animal Protection Voters and APNM Program Services to collaborate and expand existing programs and initiatives.

Skills and Competency Areas:

Animal Protection 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

- Excellent assessment and planning skills, including the ability to identify issues, articulate potential solutions, and identify tools that facilitate positive outcomes
- Ability to implement a plan, overcoming obstacles along the way using creativity and innovation, and commitment to completing tasks
- Ability to effectively and professionally communicate and work with a diverse constituency
- Excellent “people skills” including collaboration, persuasiveness, team and rapport building, listening skills, conversational ease, flexibility, assertiveness, and effectively handling confrontation
- Desire to work in and support a team environment and its goals
- Ability to work effectively independently or in cross-program teams to achieve short and long-term project goals
- Self-motivated and self-confident
- Excellent written and verbal communication skills
- Excellent presentation and teaching skills
- Can respond with flexibility to reasonable changes in work priorities and circumstances
- Highly organized with the ability to manage multiple tasks simultaneously while meeting deadlines
- Macintosh computer-literate, and experienced in using a variety of computer software programs including e-mail, Microsoft Office products (particularly Powerpoint), other web-based software products, and social media
- Ability to problem-solve and effectively address conflicts
- Familiarity with New Mexico preferred

Travel Requirements: Some travel around New Mexico is expected, with most work likely taking place in the metro areas of Albuquerque, Santa Fe, and Las Cruces. Must have a valid New Mexico driver’s license and be able to use personal vehicle for work-related travel. Work-related mileage is reimbursed.

Minimum Physical Requirements: Must be able to perform job duties in a normal office/work environment, do light lifting of outreach materials (wheeled carts are available).

Education/Experience Requirements:

- College degree, or at least three years relevant experience in program development and implementation, and plant-based health
- Candidate must be vegan
- Government affairs knowledge/experience a plus

How to Apply: Send resumé and cover letter via email with subject line “Plant-Based Eating Program Manager” to hr@apnm.org