



Animal Protection New Mexico Employment Opportunity

Job Title: Plant-Based Eating Program Manager

Posting Date(s): August 2023

Employment Start Date: As soon as possible

Employment Category: Full-time, term employment (this is a grant funded position with intention to seek renewed funding)

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. Full-time Starting Salary: \$44,141 (with no prior relevant experience), with final offer based on demonstrated relevant experience.

(Example: Candidates with 10 years of experience will earn approximately \$49,659.)

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.

Travel Requirements: Some travel around New Mexico is expected for outreach and in-person meetings.

- Must have (*or obtain within 3-months from the date of hire*) and maintain a current, valid State of New Mexico driver's license; must have and maintain an insurable driving record under APNM's vehicle insurance policy.
- Any employee using their personal vehicle for APNM business must have and provide proof of current liability insurance that meets or exceeds State-required minimum coverages, or other coverages required by APNM.
- Work-related mileage is reimbursed.

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

Summary of Position: Support planning and lead 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, and through strategic outreach to the public. Research existing models and successes, determine community readiness/opportunities, and implement phased plan. Maintain existing relationships and establish new partnerships with organizations, relevant professionals, and plant-based advocates to expand plant-based eating awareness and take advantage of events, taskforces, health and environmental initiatives to advocate for plant-based eating. Be a knowledgeable and passionate voice for plant-based eating and the spokesperson for APNM PBE program. 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's Program Services Dept. to collaborate and expand existing programs and initiatives.

Skills and Competency Areas:

- 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
- 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
- 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

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

- Familiarity with New Mexico preferred

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, outreach, and plant-based health
- Candidate must be vegan

How to Apply: Send resumé and cover letter by September 1, 2023, via email addressed to Marisa Sleeter, APNM Program Director, hr@apnm.org