



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

**Job Title:** Research Analyst – Protecting Animals in Science program

**Posting Date(s):** November 2023

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

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

**Compensation:** Competitive compensation, generous paid time off, 100% employer paid health insurance, 85% employer paid dental insurance; 30% employer paid group vision insurance, employer paid \$10,000 accidental death and dismemberment policy, 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:** Ideally based in New Mexico working from a home-based office. Locations outside of New Mexico will be considered for the right candidate.

**Reporting:** This position reports to the Chief Program & Policy Officer – Animals in Science. No staff report to this position.

### **Summary of Position:**

- Determine and catalogue the extent and details of invasive animal research being conducted in New Mexico through FOIA/IPRA inquiries and other sources:
  - Submit ongoing public records requests; collect, organize, and evaluate the information for efficient retrieval and relevance; track and follow up on receipt of all records requests;
  - Research, stay updated on, and lead efforts to secure critical information on animals used in scientific experiments through additional channels and sources.

- Assist Animals in Science team in analyzing data/information, identifying opportunities, program planning, and implementing projects and campaigns to end the use of animals in invasive experiments.

- Assist Animals in Science team in planning and achieving other department priorities as assigned.

**Skills and Competency Areas:**

- Can set priorities to complete work in a timely manner when there are changes in workload and/or assignment, pressures of deadlines, competing requirements, and/or heavy workload
- Can respond with flexibility to reasonable changes in work priorities and circumstances
- Excels at uncovering facts, connecting information, and recognizing leads and opportunities
- Strong aptitude for paying attention to important details
- Diligently completes required tasks
- Ability to function and follow through with responsibilities with minimum supervision
- The ability to assess a situation and independently take action to address it
- Strong written and oral communication and presentation skills
- Highly organized
- Be able to create useful and unique solutions in challenging situations, and to overcome barriers
- Works well independently, as well as part of a collaborative team environment
- Strong aptitude for prioritizing, planning, and managing multiple goals, projects, and tasks
- Computer-literate and experienced in using a variety of computer software and online tools including Microsoft Outlook email, Excel, Word, online research, social media, and adept at learning new software platforms

**Travel Requirements:** Travel within New Mexico as needed and relevant to the work.

- 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.

**Minimum Physical Requirements:** Candidates must be able to sit (or stand if preferred) for long periods of time to perform customary office/computer work.

**Education/Experience Requirements:**

Minimum candidate qualifications:

- Research and data management experience including the submission, review, and tracking of public records requests
- High competency for analyzing and distilling complex information
- Earned a bachelor's degree or paralegal degree and has a strong understanding of the use of animals in testing and experiments, or has commensurate experience

Preferred candidate qualifications:

- Post-graduate or professional degree related to law or government
- Experience working for a nonprofit
- A demonstrated interest in the protection of animals, particularly animals used in biomedical research

**How to Apply:**

Send resumé and cover letter, via email to [hr@apnm.org](mailto:hr@apnm.org)