



## **Job Description – Community Program Specialist**

**Status: Exempt Staff Type: Term / Full-Time**

**Term End Date: 06/30/2023, renewed annually**

**Salary: \$46,711 - \$55,026**

**Partnership for Community Action (PCA)** has worked to build strong, healthy communities in Albuquerque's South Valley and across New Mexico since 1990. PCA focuses on critical community issues like education, economic and health equity, and immigrant rights. Through raising awareness and advocacy opportunities, we support people and families to become strong leaders in their neighborhoods and in New Mexico.

Our mission is to build strong, healthy communities throughout New Mexico by investing in people and families, supporting people to become strong leaders in our neighborhoods and in our state.

We envision strong, healthy communities in which everyone has access to quality education, wellness and economic opportunity, starting locally and spreading across New Mexico.

**Abriendo Puertas/Opening Doors (AP/OD)** believes that PARENTS are powerful agents of change in the lives of their children and communities. They lead the way to positive outcomes for their children.

AP/OD uses a two-generation approach that builds parent leadership skills and knowledge to promote family wellbeing and positive outcomes for children. AP/OD provides space in local communities and virtual environments for families to build knowledge, practice and social capital while gaining information, resources and activities they can use on a daily basis. At the heart of AP/OD's service model are over 3,000 local facilitators implementing programs in 41 states and serving over 130,000 families.

### **Summary**

The Community Program Specialist will plan and implement program initiatives for the organization. In collaboration with the Director of Programs & Organizational Learning, the Community Program Specialist will participate in the generation of program resources, inform grant writing, design and develop program operating and implementation goals, objectives, and protocols. The Community Program Specialist will represent the organization to external partners, collaborators, local and state representatives with respect to program implementation, technical/professional assistance, consultation, and support to constituencies as appropriate.

The successful candidate will work to learn, identify and define resources directly related to early childhood professionals and families throughout New Mexico by incorporating researched-based knowledge. The candidate will have a strong background in developing, facilitating, co-facilitating interactive trainings (virtually and in-person) with a fundamental understanding of adult learning; an understanding of program implementation and TA support with multiple partners statewide; a commitment to the collaborative process; and practice working as a partner in communities. This will translate to providing technical supports for more than 200 home-based childcare providers and AP/OD partners, identifying multiple statewide partners for the implementation of AP/OD curriculum, creating toolkits and coaching small business entrepreneurs, convening stakeholders, and support the creation of an alternative, socially conscious model for economic opportunity and development. The candidate will value an approach that is centered on cultural responsiveness, equity, and authentic family engagement.

### **Essential Duties and Responsibilities**

1. Plans and coordinates the development, implementation, and execution of sub-programs, special projects, and other initiatives designed to achieve the overall mission, goals, and objectives of the program.
2. Advises on operating goals and objectives for the program; identifies opportunities to enhance program operations in order to achieve greater efficiencies and effectiveness and to fulfill program objectives outlined within the contract/grant.



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3. Oversees and administers all facets of the day-to-day operations of the various programs and activities related to the position. This especially relates to supporting 200 home-based childcare providers and implementation of Abriendo Puertas across New Mexico.
4. Serves as a liaison with internal and external constituencies on all matters relating to program activities; represents the organization with respect to program activities in collaborative / professional meetings with external partners and collaborators.
5. Provides and/or coordinates the provision of technical guidance, consultation, related support to clientele within area of program focus; provides day-to-day problem solving as necessary on day-to-day program-related needs and issues.
6. Oversees and/or coordinates the collection, compilation, and analysis of program activity data; develops, writes, edits, and presents comprehensive reports to PCA leadership and team.
7. Plans, develops, and implements strategies for identifying and generating funding and/or resource opportunities for program activities, to include co-development of grant and other fundraising proposals.

### Other Duties and Responsibilities

1. Participate in project update meetings, evaluations, and board presentations, as needed.
2. Build relationships with school districts, schools, family-serving organizations and parent centers to make trainings and curriculum available to them.
3. Provide technical assistance and support to local facilitators trained via phone, email, video conference calls, workshops, etc.
4. Support the cultivation of ongoing relationships.
5. Assist with special projects, conferences and reports as needed.

**The duties and responsibilities outlined above do not comprise a comprehensive list but are intended to provide a representation of the general nature and level of work performed by an employee in this capacity.**

### Knowledge, Skills and Abilities Required

- Ability to determine informational needs, to collect and analyze information, and to devise and develop statistical analyses and reports.
- Demonstrated professional knowledge and operational expertise within designated area of program focus.
- Program planning, development, implementation, and leadership skills.
- Ability to develop and deliver both oral and written presentations.
- Ability to use independent judgment and to manage and impart information to a range of clientele and/or media sources.
- Ability to make decisions and judgments aligned with the mission and values of the organization, especially in spaces with external collaboration.
- Skill in examining and evaluating operations and developing and/or re-engineering operating strategies, systems, and procedures.
- Ability to develop and implement funding strategies and programs.
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
- Proficient in office software including Zoom, Microsoft Office (Word, Excel, Outlook, and Powerpoint) and other online tools.





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### **Organizational Relationship**

- The position reports to the PCA Director of Programs & Educational Learning.

### **Minimum Job Requirements**

- Bachelor's Degree required.
- Minimum 4 years of demonstrated professional experience directly related to the responsibilities specified.
- Experience working in low-income communities, schools, and/or community-based (nonprofit) agencies, with skills and knowledge in popular education and reflective practices.

### **Preferred Qualifications**

- Bilingual/ Bi-literate English/Spanish.
- Relevant experience partnering directly with community members and families to create meaningful experiences, share resources, and advocate for positive systemic changes in support of young children and families.
- Experience facilitating hands-on and virtual interactive workshops for adults, families, and communities.
- Commitment to collaboration and best practices of curriculum and facilitation.
- Experience co-writing reports, toolkits and professional communication.

### **Working Conditions and Physical Effort**

Work is performed in a variety of business, education, and office space settings during regular office hours. This is not a remote work position. Willingness to travel within city limits and reliable transportation is required. This position may require the ability to work evening, weekend and/or holidays to meet the needs of the communities. During COVID-19 pandemic, work will sometimes take place remotely; internet access is required.

- No or very limited physical effort required.
- No or very limited exposure to physical risk.
- Requires sitting, talking and listening for 5+ hours per day.
- Standing and walking for up to 3 hours per day, reaching with hands and arms and keying for up to 4 hours per day
- An average of 4 hours per day spent at computer.
- Can lift up to 20lbs. (books, materials, supplies, etc.).
- Access to a car, possession of a valid driver's license, and proof of automobile insurance.
- Statewide travel as needed .
- Some nights and weekends may be required.

### **Benefits Eligible**

This is a benefits eligible position. Partnership for Community Action provides a comprehensive package of benefits including 100% employer paid medical, dental, vision, and life insurance for the employee and 80% for dependents.





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### **Application Instructions**

Please send a cover letter and resume SUBJECT LINE: COMMUNITY PROGRAM SPECIALIST APPLICATION to PCA @ [pca@forcommunityaction.org](mailto:pca@forcommunityaction.org).

Best consideration date: July 29, 2022 Position open until filled.

