



Job Description – Community Program Specialist

Status: Exempt Staff Type: Term / Full-Time

Term End Date: 12/30/2024, 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.

Summary

The Community Program Specialist will plan and implement multiple program initiatives for the organization. In collaboration with the Director of Programs & Organizational Learning, the Community Program Specialist will develop and implement programs, inform grant writing, develop program operating and implementation goals, and objectives. The Community Program Specialist will represent the organization with external partners, local and state representatives providing technical/professional assistance, and support to constituencies as appropriate.

The successful candidate will learn, identify and define resources directly related to family engagement, early childhood education, grass-roots community organizing strategies and implementation of evidenced- based curriculum. The candidate will; 1) have a strong understanding of Early Childhood Education, especially in home based settings, 2) develop and facilitate interactive trainings (virtually and in-person) 3) have a fundamental understanding of adult learning, 4) utilize grass-roots organizing strategies to enhance advocacy effort and 5) will manage program implementation and TA support statewide. The candidate will value an approach that is centered on cultural responsiveness, equity, and authentic family engagement.

Essential Duties and Responsibilities

1. Plans and oversees all facets of the day-to-day operations of multiple programs and related activities, including development, implementation and other initiatives designed to achieve the overall mission, goals, and objectives of the organization. Specifically related, but not exclusive, to supporting projects related to professional development and systems change advocacy for home based early childcare educators, entrepreneurs and the families they serve.
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.
3. 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 partners and collaborators.
4. Provides and coordinates the provision of technical guidance, consultation, and related support within the area of program focus.
5. Manages the collection, compilation, and analysis of program activity data; develops, writes, edits, and presents comprehensive reports.
6. Plans and implements strategies for identifying funding and resource opportunities, including grant writing and other fundraising proposals.





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Other Duties and Responsibilities

1. Participate in project update meetings, evaluations, and board presentations.
2. Build relationships with family-serving organizations, state agencies and individuals to enhance statewide outcomes for high quality early childhood education.
3. Provide technical assistance and support to local facilitators trained via phone, email, video conference calls, workshops, etc.
4. Lead early childhood educators in advocacy for systems change for high quality childcare in New Mexico.
5. Assist with special projects, conferences and reports.

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 develop statistical analyses and reports.
- Strong background in developing and facilitating interactive trainings (virtually and in-person) with a fundamental understanding of adult learning
- Demonstrated professional knowledge and operational expertise.
- 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.
- 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.

Organizational Relationship

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

Minimum Job Requirements

- Bachelor's Degree or minimum 4 years of demonstrated professional experience directly related to the responsibilities specified.

Preferred Qualifications

- Bilingual/ Bi-literate English/Spanish.
- Relevant experience in early childhood education and/or advocacy or grassroots community organizing.
- Experience partnering directly with community members 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.





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- 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 locally and statewide. Access to own reliable transportation is required. This position may require the ability to work evening, weekend and/or holidays to meet the needs of the communities. Work will sometimes take place remotely; own 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.¹

¹ Updated Nov 2023

TO APPLY:

Email **Cover Letter** and **Resume** to PCA@forcommunityaction.org Best Consideration Date is December 31, 2023. Position open until filled.

