



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

**Classification: Exempt**  
**Staff Type: Term/Full Time**  
**Annual Salary: \$47,429.20 - \$60,486.40**

At Partnership for Community Action, we support communities to take ownership of solutions and lead the way to lasting change. We focus on critical community issues like early-childhood education, economic sustainability, and community wellness. Through raising awareness and advocacy opportunities, we support people and families to become strong leaders in their neighborhoods.

Our mission is to dismantle systems of inequity by investing in people and families to build power, working locally and spreading across New Mexico.

We envision engaged, healthy, vibrant communities in which everyone has quality education, wellness, and economic opportunity.

### **Position Summary**

The Community Program Specialist supports the planning and implementation of community-based program initiatives at PCA, working in close collaboration with the Leadership Team. This role contributes to the development of program goals, objectives, protocols, and evaluation strategies, and provides support for grant writing and resource development efforts while representing PCA to external partners, facilitators, community members, and local and state representatives.

The Community Program Specialist represents PCA in external and community settings by providing technical assistance, consultation, and programmatic support to a diverse range of stakeholders, including community partners, collaborators, and local and state representatives. This position plays a key role in advancing programs that benefit children and families across New Mexico and reflects PCA's commitment to equity, cultural responsiveness, and authentic community engagement.

### **Essential Duties and Responsibilities**

#### **Program Planning and Implementation**

- Plan, implement, and oversee program initiatives, special projects, and community-based strategies aligned with organizational mission, values, and grant objectives
- Lead day-to-day program operations, including coordination, logistics, and stakeholder engagement to ensure effective delivery

#### **Training, Technical Assistance, and Community Support**

- Support the design and deliver engaging trainings and presentations using adult learning principles across virtual and in-person settings aligned with program objectives
- Provide technical assistance, coaching, and support to partners, facilitators, and community members to strengthen program implementation

#### **Data, Evaluation, and Reporting**

- Collect, analyze, and interpret program data to monitor performance and outcomes
- Support the preparation reports and insights to support continuous improvement, grant compliance, and organizational decision-making

#### **Partnerships & Relationship Management**

- Build and maintain strong, trust-based relationships with community members, partners, and organizations
- Serve as a liaison between internal teams and external stakeholders to ensure alignment and collaboration

#### **Community Engagement & Activities**

- Organize and support community-based activities such as workshops, listening sessions, advocacy actions, and leadership development
- Document engagement outcomes and community feedback to inform strategy and reporting

## **Resource Development**

- support the development of grant proposals, reports, and related resource materials

## **Coalition & Partnership Leadership**

- Represent the organization in coalitions and cross-sector partnerships
- Strengthen collaboration and advance shared strategies that increase community impact, advocacy alignment, and resource coordination

*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 assess informational needs, collect and analyze data, and prepare clear statistical reports.
- Demonstrated knowledge and operational expertise in the assigned program area.
- Skills in program planning, development, implementation, and leadership.
- Strong oral and written communication skills, with the ability to deliver presentations and convey information effectively.
- Ability to exercise independent judgment and communicate clearly with a variety of audiences.
- Capacity to make sound decisions that align with organizational mission and values, especially when working in collaborative or external-facing settings.
- Ability to assess and improve operations through strategic thinking and process development.
- Experience developing and implementing funding strategies and supporting fundraising efforts.
- Strong interpersonal skills and the ability to engage effectively with diverse individuals, organizations, and communities.
- Proficiency in digital communication and office tools, including Zoom, Microsoft Office (Word, Excel, Outlook, PowerPoint), and other virtual platforms.

## **Minimum Job Requirements**

- Minimum 4 years of demonstrated professional experience directly related to the responsibilities specified or equivalent of a bachelor's degree.

## **Preferred Qualifications**

- Bilingual and biliterate in English and Spanish.
- Experience working in low-income communities, schools, or community-based nonprofit settings, with familiarity in popular education and reflective practices.
- Demonstrated experience partnering with families and community members to co-create meaningful programming, share resources, and support advocacy for young children and families.
- Skilled in facilitating interactive workshops for adults and families, both in-person and virtually.
- Commitment to collaborative practices and culturally responsive facilitation.
- Experience co-developing reports, toolkits, or other professional communications.

## **Working Conditions and Physical Effort**

- Work is normally performed in a typical interior/office work environment.
- Ability to lift and carry program materials up to 20 pounds
- 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

## **Organizational Relationship**

- The position reports to the Program Manager

## **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% employer paid for dependents medical, dental, and vision.

## **Application Process:**

- Please submit your resume and a cover letter outlining your qualifications and interest in the position to [PCA@forcommunityaction.org](mailto:PCA@forcommunityaction.org). Subject Line: Community Program Specialist

- Applications will be reviewed on a rolling basis until the position is filled. We thank all applicants for their interest; however, only those selected for an interview will be contacted

Partnership for Community Action is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. We are committed to creating an inclusive and accessible workplace for all employees.