



Animal Protection New Mexico Employment Opportunity

Job Title: Government Affairs Logistics Associate

Posting Date(s): June 2024

Employment Start Date: As soon as possible

Employment Category: Regular, non-exempt, full-time employment (overtime as required, particularly during the state legislative session)

Compensation: Competitive compensation, generous paid time off, 100% employer paid health insurance, 85% employer paid dental insurance; 30% employer paid group vision insurance, \$10,000 employer paid life 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: Based in Santa Fe, New Mexico, with the option of working from a home-based office for portions of the job.

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 Chief Government Affairs Officer. No staff report to this position.



Summary of Position: This position plays a vital support role for building systemic protections for animals in New Mexico by assisting with the passage of legislation to protect animals and opposing legislation harmful to animals in New Mexico—at primarily the state level and occasionally the local and federal levels.

Key tasks include but are not limited to:

- Internal bill tracking and reporting
- Attendance and monitoring of legislative activities
- Research and data collection and analysis
- Grassroots advocate correspondence and organizing
- Event planning and execution
- Community outreach events and opportunities
- Electoral candidate research and tracking
- Development and preparation of informational/lobbying materials
- Lobby meeting scheduling, preparation, and note-taking
- Project management using spreadsheets
- Interfacing with and organizing volunteers
- Drafting content for publications related to Government Affairs work

Skills and Competency Areas: The preferred candidate for this position is:

- Competent at using an Apple computer and iPhone as well as a variety of computer software programs including Microsoft Office
- Has strong document and data management skills
- Highly organized with the ability to manage multiple projects simultaneously while meeting deadlines
- Willing to work non-traditional hours (e.g., evenings, weekends, extended hours) in the case of the legislative session, special events, and high-priority urgent projects
- Strongly detail-oriented
- Flexible when confronted with reasonable changes in work priorities and circumstances
- Happy to support (and be supported by) a team environment
- Ability to remain calm and professional under pressure or in conflict situations
- A comfortable communicator with diverse coworkers, constituents, partners, and stakeholders (diverse in race, ethnicity, culture, gender, age, opinions, political ideologies, etc.)

Minimum Physical Requirements: Candidates must be able to sit (or stand if preferred) for long periods of time to perform customary office/computer work. Must occasionally perform light lifting of materials (wheeled carts are available).



Education/Experience Requirements: The preferred candidate for this position will have at a minimum:

- An associate's or bachelor's degree—with preference for degrees related to law, government, public administration, or public policy, or for additional related direct work experience
- Demonstrated experience in utilizing spreadsheets to manage projects, tasks, and data
- Demonstrated experience at planning and executing events
- Demonstrated experience succeeding in public facing or customer service role(s)
- A fierce interest in the welfare and protection of animals

How to Apply: Send resumé and cover letter via email with the subject line: “Government Affairs Logistics Associate” to hr@apnm.org