ANIMAL PROTECTION NEW MEXICO
respect all animals • protect all animals

Animal Protection New Mexico Employment Opportunity

Job Title: Program Manager – Protecting Animals Used in Science program

Posting Date(s): July 2024

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 life insurance 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:
To bring about systemic change for animals in New Mexico by prioritizing, planning, and implementing projects and policy campaigns in three distinct areas of Protecting Animals in Science.

Position Responsibility:
Under direction of the Chief Program & Policy Officer:
- Establish a higher standard of care for animals being used in experiments through research, data collection, tracking and analysis, submission and tracking of public records requests and other projects as assigned;
- Promote and support dissection choice for students, especially NM Public Education Department's K-12 policy for public school students;

- Provide support for Chimps to Sanctuary project, including Chimp Fund management, event organizing, outreach, scheduling interface with federal offices (members of Congress).

Position Objectives:
- Publicly expose the horrors and costs of animal experimentation, contrasted with non-animal research outcomes
- Promote non-animal research methods and successes and preventative measures
- Determine and catalogue the extent and details of invasive animal research being conducted in New Mexico through FOIA/IPRA inquiries and other sources, via 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 Chief Program & Policy Officer in analyzing data/information, identifying opportunities, program planning, and implementing projects and campaigns to end the use of animals in invasive experiments
- Assist Chief Program & Policy Officer in planning and achieving other department priorities as assigned, including general community outreach, media, research, and grassroots organizing

Skills and Competency Areas:
- Strong aptitude for prioritizing, planning, and managing multiple goals, projects, and tasks
- Adaptability and flexibility to pivot work as needed, to maximize opportunities and respond to reasonable changes in work priorities and circumstances
- Excels at uncovering facts, connecting information, and recognizing leads and opportunities
- Creates useful and unique solutions in challenging situations, and to overcome barriers
- Ability to effectively and professionally communicate (orally and written) and work with a diverse constituency, including across the political spectrum; strong presentation skills
- Highly organized and detail oriented; strong aptitude for paying attention to important details
- Works well independently and as a team member; possesses strong interpersonal skills and collaborative work style

- Self-motivated and tenacious
- Experienced in using a variety of computer software and online tools including Microsoft Office Suite, 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. Occasional lifting/moving materials for some projects (wheeled carts are available).

Education/Experience Requirements:
Preferred candidate qualifications:

- Bachelor's degree and has a strong understanding of the use of animals in testing and experiments, or has commensurate experience
- A demonstrated interest in the welfare and protection of animals, particularly animals used in biomedical research
- A demonstrated interest in and experience with public policy, grassroots campaigns, and/or stakeholder engagement
- High competency for analyzing and distilling complex information
- Research and data management experience including the submission, review, and tracking of public records requests
- Strong aptitude for building relationships with diverse partners
- Knowledge of non-animal models used for research
- Non-profit experience

How to Apply:
Send resumé and cover letter, via email to hr@apnm.org