



**HEALTHY CLIMATE
NEW MEXICO**
Health Professionals for Climate Action

JOB DESCRIPTION: PROGRAM MANAGER/COMMUNICATIONS

ORGANIZATION DESCRIPTION

[Healthy Climate New Mexico](#)'s mission is to mobilize New Mexico healthcare and public health professionals to advocate for climate solutions that protect health and promote equity. We were founded in 2023 and have grown to over 200 members. We are seeking a part-time contractor to provide communications, administrative, and programmatic support to enable us to have the greatest impact on climate mitigation, adaptation/resilience, equity and justice in our state. Our organization is an affiliate of the [Medical Society Consortium on Climate and Health](#).

CONTRACT DESCRIPTION

The part-time Program Manager/Communications contractor will provide support to the Executive Director, Board of Directors, and Workgroups. This position will help Healthy Climate NM recruit and support members and volunteers, build successful partnerships with state and community groups, manage administrative functions, and design and implement effective communications strategies.

The Program Manager/Communications contract is remote, 16-20 hrs/week. It is a great opportunity to have an impact on climate and health in a growing organization for someone with expertise and interest in communications, project management, volunteer engagement and advocacy + commitment to equity. Must be a resident of or have strong ties to New Mexico.

KEY RESPONSIBILITIES: SUPPORT WORKGROUPS AND ADVOCACY

Healthy Climate NM is seeking an independent and detail-oriented contributor to serve as a part-time Program Manager to the project. This position will require capacity to coordinate multiple concurrent tasks, including managing budgets and other aspects of the organization, annual symposium/conference, membership development, and outreach.

- Schedule, manage registration for and coordinate a statewide conference/summit related to climate and health education and advocacy.
 - Identify potential speakers and identify moderators and sponsors for events.
 - Advertise events and distribute promotional materials widely.
- Schedule and organize local, regional and statewide events with elected officials, community organizations, and health system leaders, enhancing Healthy Climate NM's policy and healthcare advocacy.

- Schedule, attend and take notes for meetings of Board, Steering Committee, Advisory Council and Work Groups.
- Assist Workgroups with identifying resources and contacts for program development and implementation
 - Contribute ideas for collaboration between Workgroups.
 - Offer contributions during discussions at meetings as opportunities arise.
- Work closely with the Executive Director on all aspects of organizational development.
- Develop and manage relationships with affiliated healthcare associations, interest groups and nonprofits, as well as our national partner, MSCCH and other state affiliates.
- Participate in bi-monthly state affiliate meetings of the MSCCH and present updates to state leaders.
- Assist in development and accomplishment of strategic goals.

KEY RESPONSIBILITIES: COMMUNICATIONS

- Oversee communication with members and partners (e.g., establishment, design, management and maintenance of email campaigns, website, social media, educational and outreach materials)
- Assist with identifying and scheduling venues for Healthy Climate NM educational engagements:
 - Support the Healthy Climate NM speaker's bureau
 - In collaboration with speakers, develop a library of slides, videos and resource lists
- Grow and manage a large volunteer base
- Identify potential new members and participate in Healthy Climate NM outreach efforts.
- Support development efforts, including grant writing management and donor outreach.

KEY RESPONSIBILITIES: PROGRAM IMPLEMENTATION AND EVALUATION

- Develop tools to assess responses to programming and advocacy.
- Keep records of organization growth, volunteer activity, event participation, meetings, etc.
- Create monthly records of organization updates.
- Track media coverage of Healthy Climate NM (radio, letters to the editor, etc).

EDUCATION & EXPERIENCE:

- Baccalaureate degree in Communications, Public Health, Marketing, or related discipline
- Experience in a similar role with a nonprofit is a plus.
- Intermediate or higher-level skills in MS Office suite, including Word, Excel, and PowerPoint
- Ability to design digital and physical communications materials;
- Ability to develop and manage organization-related social media and website
- Ability to work effectively in collaboration with diverse groups of people and commitment to equity, diversity, and inclusion.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal skills and multidisciplinary project skills.
- Strong organizational skills, with attention to detail.
- Adaptable with a willingness to learn new skills and take on added responsibilities as needed.

- Mission-driven and self-directed
- Experience with community and decision-maker engagement.
- Bilingual is a plus.
- Applicants with diverse backgrounds and/or history of working with communities of color are encouraged to apply.

COMPENSATION AND REPORTING:

\$28.00 – \$33.00 per hour

Location: remote and must be resident of or have close ties to New Mexico, with willingness to travel to locations in New Mexico up to 4 times/year

Hours: 16-20 hours/week, with potential for increase to 30-40 hours in six months to a year.

Please submit a resumé and letter of interest to Shelley Mann-Lev, Executive Director, Healthy Climate New Mexico, at Info@healthyclimatenm.org by September 9, 2024. Open until the contract is filled.

Posted: August 27, 2024. Apply by Sept. 9, 2024 or until position is filled.