



NM Commission on the Status of Women

Position: Program Manager

Start date July 1, 2024

The New Mexico Commission on the Status of Women (CSW) seeks a Program Manager to oversee the program work of the Commission in all regions of New Mexico.

The CSW educates the public, advocates for supportive policies, celebrates women's achievements and collaborates with community stakeholders to create a more equitable future for the women of New Mexico.

OUR MISSION:

The CSW envisions a New Mexico where all women and girls have equitable opportunities to be healthy, secure, and thrive without the harms of discrimination or bias.

The successful candidate for Program Manager will have a range of responsibilities, including but not limited to:

- In collaboration with the Director, design and execute the yearly regional events in six of the seven regions of New Mexico.
- Support as directed; the work necessary for our yearly Women's Summit event in our seventh region of the state.
- Act as a spokesperson for the CSW at events throughout the state.
- Participate in the yearly New Mexico Legislative Session advocacy work.
- Provide outreach and support for organizations interested in partnering with the CSW.
- Provide information regarding CSW programs to interested parties.
- Create PowerPoints, blogs, and website content showcasing the work of the CSW around New Mexico.
- Must be proficient in Microsoft Office Suite applications as well as Adobe, web-based applications, and database use.

A successful applicant will have the following required qualifications:

QUALIFICATIONS:

- A college or university degree is preferred in a complementary subject area to the work of the Commission.
- Proficient in Microsoft Office Suite applications as well as Adobe, web-based applications, and database use.
- Ability to work in alignment with the vision, mission, and values of the CSW, including a commitment to systems transformation and racial and gender equity.
- Ability to build relationships with key stakeholders as part of larger coalition building.
- Strong strategic thinking and decision-making skills, including problem anticipation and resolution.
- Excellent written, oral, and interpersonal communication skills.
- Ability to interact effectively with people from diverse backgrounds and ideologies.
- Ability to prioritize and balance competing demands across the collective work.
- Self-motivated and able to work independently.
- Able to attend the CSW monthly meetings on the second Thursday of each month.
- Able to share information about the work of the CSW on multiple social media platforms.



**NEW MEXICO
COMMISSION
ON THE STATUS**
of Women

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NMCSW.ORG 

COMPENSATION: The position of Program Manager is a full-time State of New Mexico, Governor Exempt position at 40 hours/week. It offers a salary range of \$45,000 to \$55,000 based on experience. The Program Manager position includes the full range of New Mexico state employee benefits including, health, vision and dental insurance, employee retirement plan, two weeks of paid vacation and a vested pension after 5 years of service.

To apply, please send your resume, and a cover letter explaining your interest in the position and listing any community service or engagement work you have done, and three professional references. Please include phone and email for each reference. Send to: Jenifer.getz@csw.nm.gov