



5121 Masthead NE · P O Box 92860
Albuquerque, NM 87199-2860
(505) 797-6000 · (800) 876-6227
Fax (505) 828-3765 · www.sbnm.org

NOTICE OF JOB OPPORTUNITY

Announcement Date:	7/23/2026
Closing Date:	Until Filled
Entity:	New Mexico State Bar Foundation (NMBF)
Position:	Center for Legal Education Attorney (Full-Time)
Full-Time Salary:	\$70,000 - \$80,000/annually (depending on experience and qualifications)
Location:	Albuquerque, NM (travel possibly required)

POSITION OVERVIEW

The New Mexico State Bar Foundation (NMBF) is the charitable arm of the State Bar of New Mexico (SBNM), representing the legal community's commitment to serving the people of New Mexico and the profession. The mission of the NMBF includes enhancing access to legal services for underserved populations, promoting innovation in the delivery of legal services and providing legal education to members and the public. The SBNM is a professional membership organization of attorneys licensed to practice law in New Mexico. The mission of the State Bar is to be a united and inclusive organization serving the legal profession and the public.

The NMBF seeks qualified applicants to join our team as a full-time (40 hours/week) **Center for Legal Education Attorney**. The successful incumbent will be responsible for implementing the Bar Foundation's Center for Legal Education (Center) educational programs and developing innovative and effective content for continuing legal education course offerings. This position is also responsible for providing strategic direction to enable the Center to evolve with the needs of the changing legal education marketplace and the practice of law. Salary: \$70,000-\$80,000 per year, depending on experience and qualifications. ***Generous benefits package included.*** This position qualifies for partial telecommuting within NM.

Qualified applicants should submit a cover letter and resume to HR@sbnm.org. See *below for details and application instructions*. EOE. See *below for details and application instructions*.

MAIN DUTIES AND RESPONSIBILITIES

1. Develops innovative, high-quality continuing legal education (CLE) programing to effectively assist attorneys in acquiring in depth knowledge of substantive areas of law, ethical and equity in justice practices, and law practice management techniques.
2. Assesses the education needs within an area of practice and facilitates meetings with experts in the field to develop CLE content.
3. Ensures that the Center course offerings comply with the Minimum Continuing Legal Education (MCLE) requirements in New Mexico.
4. Helps to execute the overall direction of the Center, under the supervision of the Associate Executive Director/Center Director, including ensuring that programming addresses State Bar member priorities and needs.
5. Assesses market needs and helps to develop effective marketing strategies to ensure target market share is achieved.
6. Identifies emerging issues and opportunities to further learning efforts and actively participates in a team response to these emerging issues and trends by planning original CLE programs.
7. Edits existing program content into new learning vehicles, ensuring quality of delivery and accessibility.
8. Ensures that programming is interactive, accessible, and engaging.
9. Identifies and recruits speakers for courses by building relationships with State Bar members and other subject matter experts.
10. Actively participates in the presentation of CLE programming including development of effective presentation materials and, where appropriate, presenting CLE content.
11. Works with the State Bar and Bar Foundation staff/departments to develop CLE programing.
12. Provides input regarding the Center's annual budget, including projecting required expenses and revenues for the year, making recommendations, monitoring and controlling spending, and ensuring the Center stays within budgetary limits.
13. Researches and proposes new developments in the field of legal education, digital learning, professional development, practice management, equity in justice and ethics (including but not limited to educational methodologies, online systems, and materials for lectures, seminar groups, facilitated sessions and any appropriate methodology for professional learning), and assists in planning for the implementation of ongoing improvement of all aspects of Center operations and service provision.
14. Fosters a positive team environment by working to fulfill goals, building the commitment of individuals, valuing team input, and encouraging creativity and problem-solving.

OTHER RESPONSIBILITIES:

1. Engages in continuous gathering and analysis of information on current legislative, judicial and practice developments in a broad range of practice areas.
2. Assists the State Bar's Sections, Divisions and Committees in the implementation of content for their CLE program initiatives.
3. Performs other duties as assigned by the Associate Executive Director/Center Director.

MINIMUM EDUCATION AND EXPERIENCE REQUIRED

1. Juris Doctor from an ABA-approved law school is required.
2. Active license in good standing to practice law in New Mexico
3. Four or more years of relevant progressive experience in applicable fields.

PREFERRED EDUCATION AND EXPERIENCE:

1. Adult education experience and capacity, including a preference for a degree, certifications and/or experience reflecting adult education capabilities.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Excellent customer relations and communication skills, both verbal and written.
2. Excellent interpersonal and conflict resolution skills.
3. Excellent organizational skills needed for program oversight.
4. Strong analytical, problem-solving and decision-making skills.
5. Organizational skills, including ability to systematically prioritize workload and effectively manage several areas of responsibility.
6. Ability to work in a variety of capacities, including legal and education arenas.
7. Ability to maintain composure in stressful situations.
8. Proficient in Microsoft Office.
9. Ability to make presentations and respond to questions from members of the audience.
10. Knowledge of or comfort with learning various technologies.
11. Working knowledge of program design process, and principles and best practices related to adult learning, professional development, and digital learning modalities.

CONDITIONS OF EMPLOYMENT

1. Employees must be United States Citizens or eligible to work in the United States.
2. Employment with the New Mexico State Bar Foundation is on an "at-will" basis.
3. Employees are required to adhere to all Bar Foundation policies and procedures.
4. Travel and some overnight stays may be required.
5. The Bar Foundation provides reasonable accommodation to applicants with disabilities.
6. This position qualifies for partial telecommuting within New Mexico. Partial Telecommuting may not be available at all times during the year.

BENEFITS

The Bar Foundation provides a generous benefits package to full-time employees including:

- Fourteen paid holidays
- Paid Time Off (PTO) in the amount of 20-32 days per year, depending on length of service.
- Benefits plans including:
 - Health, Dental & Vision insurance
 - Group life insurance
 - Flexible Spending Account
 - Retirement Savings (401k)
 - Wellness Benefit Program
 - Employee Assistance Program

APPLICATION INFORMATION

Qualified applicants **must submit a cover letter and resume by email to hr@sbnm.org.**

Please use the following naming convention in your subject line: “Your Name” – Center for Legal Education Attorney

Applications must be submitted in ONE PDF document.

Illegible, incomplete and/or incorrectly submitted applications may result in loss of consideration for the position. Zip files will not be accepted. Only qualified applicants will be considered for this position and are encouraged to apply. Only applicants selected for an interview will be contacted and must travel at their own expense. The State Bar of New Mexico reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the State Bar may select a candidate from the original qualified applicant pool.

By submitting an application, you are certifying that information set forth in your application is true and complete. Any falsified or misrepresented statements in any detail, at any time during the pre-hire process shall be considered sufficient cause for disqualification from further consideration for hire or for dismissal at any time, if employed.

This position is not eligible for relocation assistance.

THE NEW MEXICO STATE BAR FOUNDATION IS AN EQUAL OPPORTUNITY EMPLOYER