

NOTICE OF JOB OPPORTUNITY

Announcement Date:	3/2/23
Position:	Member Services Projects and Events Manager (Full-Time)
Salary:	\$45,000 - \$47,000 annually depending on experience and qualifications
Location:	Albuquerque, NM

POSITION OVERVIEW

The State Bar of New Mexico (SBNM) seeks qualified applicants to join our team as a full-time (40 hours/week) Member Services Projects and Events Manager. The successful incumbent will support the activities of State Bar practice sections, committees, commissions, and divisions ("groups") and coordinate implementation of the groups' and other State Bar/Bar Foundation programs and events. \$45,000-\$47,000 per year, depending on experience and qualifications. ***Generous benefits package included.*** This position qualifies for partial telecommuting. Qualified applicants should submit a cover letter and resume to HR@sbnm.org. *See below for details and application instructions.*

DUTIES AND RESPONSIBILITIES

Sections/Divisions/Committees/Commissions/Law Student Members (Groups)

1. Advises groups regarding member recruitment, retention, policies, procedures, and activities.
2. Assists with administration of groups' elections in compliance with bylaws.
3. Facilitates leadership orientation and other training opportunities for leadership throughout the year in both in-person and virtual formats.
4. Attends meetings as necessary.
5. Works with Operations Director to develop procedures, programs, and projects for groups.
6. In collaboration with Operations Director, creates and implements strategies to achieve high-quality standards of member service.

Event Planning and Coordination

1. Supports Annual Meeting event details and logistics, including the schedule, speakers, announcements/invitations, menus, exhibit booths, registration, and other aspects.
2. Collaborates with Board of Bar Commissioners (BBC) administrator to facilitate and staff BBC District Events and other State Bar/Bar Foundation events in both in-person and virtual formats.
3. Assists with the coordination of various annual public service programs and membership award ceremonies, receptions, fundraisers, and social networking events in both in-person and virtual formats.

4. Monitors event budgets.
5. Organizes and supports student clerkship programs such as the Judicial Clerkship Pipeline and Judicial Clerkship Program committees. Includes meetings, presentations, content and program maintenance, and collaboration with state and federal courts and other related parties.
6. Establishes and maintains relationships with vendors and venues.
7. Serve as BBC staff liaison for Alternative Dispute Resolution (ADR) and Historical standing committees.

Other Responsibilities:

1. Serves as back up to the Member Services Coordinator.
2. Assists with new content for State Bar podcast.
3. Supports outreach to law student members of the State Bar and participates in various UNM School of Law programming.
4. Works with other staff to coordinate events in multiple formats.

MINIMUM REQUIRED EXPERIENCE/QUALIFICATIONS

Bachelor's degree in relevant field and one or more year's relevant, progressive experience. In lieu of the educational requirement, four years' work experience in an office setting, demonstrating the skills and abilities to competently perform tasks comparable to essential functions of this position, is acceptable.

REQUIRED SKILLS AND ABILITIES

1. Excellent customer relations and communication skills, both verbal and written, for dealing with a wide range of stakeholders.
2. Ability and professional decorum to work with a wide variety of stakeholders including Board members, and members of the judiciary.
3. Administrative skills, including ability to organize workload and effectively manage several areas of responsibility.
4. Ability to determine priorities and advise supervisors when conflicts in priorities exist.
5. Ability to maintain composure in stressful situations.
6. Proficiency with word processing, database, spreadsheet, and e-mail software programs.
7. Meeting and event planning.
8. Knowledge of and comfort with virtual meeting platforms such as Zoom, GoTo, Teams, and similar.

CONDITIONS OF EMPLOYMENT

1. Occasional evening and weekend work may be required.
2. Occasional (and sometimes frequent) travel may be required.
3. Work is mostly inside, and no particular hazards exist.
4. Substantial use of computer systems and telephone.
5. Normal office worker safety precautions and practices are required.
6. There can be stress due to workload, and the graphic or emotional nature of factual issues involved in processing the program activities.
7. This position qualifies for partial telecommuting. Partial telecommuting may not be available at all times during the year.

BENEFITS

The State Bar provides a generous benefits package to eligible employees including:

- Twelve paid holidays

- Paid Time Off (PTO) in the amount of 20-32 days per year, depending on length of service (prorated for employees working less than 40 hours per week).
- Benefits plans includes:
 - Health Insurance
 - Dental Insurance
 - Group life insurance
 - Short Term and Long-Term Disability
 - Flexible Spending Account
 - Other Optional Benefits
- 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" – Projects & Events
Manager*

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 STATE BAR OF NEW MEXICO IS AN EQUAL OPPORTUNITY EMPLOYER

