

Program Associate – Job Announcement

The Southwest Women's Law Center (“SWLC”) is a non-profit legal advocacy organization that is based in Albuquerque, NM. The Center seeks to improve the lives of women+ and girls+ by combating gender discrimination, reducing poverty among women and their families, and ensuring that all women and girls have access to comprehensive healthcare services, including family planning and reproductive health services.

The SWLC is working to pass statewide policies to improve the lives of every New Mexican, especially mothers and children. The SWLC is working on 1) a Paid Family & Medical Leave (PFML) bill in coalition with 40 other organizations and 2) transforming the child care system with partner organizations.

The SWLC is seeking someone who is experienced in policy work to fill the position of Program Associate. The Program Associate will work closely with the Policy Advocate and the Executive Director to implement strategies to meet Coalition and campaign goals for paid family & medical leave and its child care policy work. The right candidate for this role has excellent interpersonal skills, is comfortable engaging and collaborating with people in both group and one-on-one settings, has the ability to convey complex topics to a variety of audiences, and is committed to SWLC’s mission, vision and values.

The Program Associate must be committed to our mission and values of authentic community and stakeholder engagement in policy work, and equitable opportunities that promote race equity, diversity, and inclusion for women+ and their families.

This position is based in Albuquerque with some remote work due to Covid-19. This position also requires the ability to work a non-standard work week including some evenings and weekends, particularly during the state legislative session, and occasional travel.

General Job Description:

- Work with the SWLC team to identify and implement strategies to meet Coalition and campaign goals and get the attention of decision-makers and media, including public events, press events, meetings or presentations.
- Implement strategies that mobilize organizational volunteers and community leaders to support organizational policy or administrative goals, including submitting public comment, or attending hearings.
- Assist in timely and accurate reporting for grant reports, including identifying and elevating impact stories.
- Manage SWLC’s common agenda coalition, including convening meetings during the legislative session, and co-managing the SWLC listserv.
- Tracking committee schedules and votes during the legislative session, assisting with legislative agenda production, and lobbying on policy as requested.
- Develop program and/or campaign specific talking points and factsheets that build support for SWLC’s policy and advocacy goals to share with the public, allies, and decision-makers.

- Conduct research and analysis for SWLC’s policy and administrative priorities, and monitor or track priority progress, as needed.
- Other duties related to the SWLC’s mission.

Qualifications

- Minimum 1+ years in grassroots community, issue, political or labor organizing programs or campaigns, or in industries that engage the general public, like sales, customer service, or education.
- Ability to efficiently utilize databases and Excel.
- Enthusiasm and commitment to amplify the voice and leadership of rural and communities of color in New Mexico.
- Demonstrated commitment to equity, inclusion and diversity, and an interest in issues impacting women+ and girls+.
- Strong understanding of how engaging the public in the political process can create policy change.
- Must be able to work a non-standard work week, including nights and weekends as needed.
- Ability to implement key organizing strategies like phone banking, public speaking, target outreach to small businesses, and willingness to learn and implement additional strategies.
- A valid driver’s license, vehicle insurance, and reliable mode of transportation.
- Both in-state and out-of-state travel may be required.
- Must have received or be willing to receive the COVID-19 vaccinations and booster by date or hire to be considered. Proof of vaccination required.

Preferred Qualifications:

- Experience in political or issue campaigns is a plus.
- Understanding of how a bill becomes a law or city/county policy processes is a plus.
- Experience working with state legislatures, especially the New Mexico State Legislature is a plus.
- Comfortable presenting to bi-lingual and multicultural audiences and engaging or collaborating with people in both group and one-on-one settings.
- Spanish speaking is a plus.

Compensation: The salary range is \$43,439 to \$53,092 for the Program Associate. This is a full-time exempt salaried position based on experience. In addition to salary, the SWLC provides health, vision, and dental benefits, 401 K program (SWLC matches at 3%), annual and sick leave, and a flexible work schedule.

How to Apply

To apply: Please send your resume and a cover letter to info@swwomenslaw.org with “Program Associate” in the subject line. Position is open until filled. SWLC is an equal opportunity employer. Employment with SWLC is at-will.