



## **Job Description – Community Program Specialist - Policy and Grassroots Organizer**

**Classification: Exempt**

**Staff Type: Term/Full Time**

**Annual Salary: \$47,429.20 - \$60,486.40**

At Partnership for Community Action, we support communities to take ownership of solutions and lead the way to lasting change. We focus on critical community issues like early-childhood education, economic sustainability, and community wellness. Through raising awareness and advocacy opportunities, we support people and families to become strong leaders in their neighborhoods.

Our mission is to dismantle systems of inequity by investing in people and families to build power, working locally and spreading across New Mexico.

We envision engaged, healthy, vibrant communities in which everyone has quality education, wellness, and economic opportunity.

### **Summary**

The Community Program Specialist will support the planning and implementation of grass roots advocacy and coalitions initiatives at PCA, working closely with the Leadership Team. This role contributes to the development of program goals, objectives, and protocols, and provides input on grant writing and resource development. The Community Program Specialist will represent PCA in external settings, offering technical assistance, consultation, and programmatic support to a wide range of stakeholders including partners, collaborators, and local and state representatives.

The successful candidate will demonstrate the ability to identify, apply, and share resources that support initiatives benefiting children and families across New Mexico, incorporating research-based knowledge. They will have experience in policy advocacy and grassroots organizing, including coalition-building, engaging community members in policy campaigns, and facilitating community-led advocacy efforts.

The role requires experience designing and delivering grassroots strategies that activate community members, partners, and policymakers to influence change. Initiatives may relate to early childhood education, economic security, and family wellness. Candidates should bring a strong background in program implementation and technical assistance, working in collaboration with statewide partners. A commitment to collaborative, community-centered practices that reflect cultural responsiveness, equity, and authentic family engagement is essential.

### **Role and Responsibilities**

- Plan, coordinate, and implement program initiatives, special projects, and community-based strategies aligned with PCA's mission and grant objectives.
- Contribute to the development of program goals, protocols, and evaluation processes to ensure effective and efficient program delivery.
- Support day-to-day operations of assigned programs, including coordination with partners, facilitators, and participants across New Mexico.
- Collect, track, and analyze program data to prepare reports and inform continuous improvement efforts. Reports may also include tracking advocacy campaigns, community mobilization and policy impacts.

- Provide technical assistance and problem-solving support to community members, program facilitators, and partner organizations.
- Serve as a liaison to internal teams and external partners, representing PCA in collaborative meetings and strategic partnerships. This includes participating in policy coalitions, engaging with state and local policymakers, and amplifying community voices in advocacy efforts.
- Assist in identifying funding and resource opportunities; contribute to the co-development of grant proposals and fundraising efforts. This includes supporting strategies that advance policy and grassroots organizing initiatives.
- Build and maintain strong relationships with schools, districts, family-serving organizations, and other local and national partners. Expand and sustain relationships with coalition partners, advocacy groups and community organizations to advance PCA's policy priorities.
- Lead the creation and coordination of PCA's organizational coalition work with the communities we serve, including the establishing shared goals, facilitating collaboration, and ensuring community leadership in decision making.
- Participate in team meetings, evaluations, and presentations to the Board or other constituents as needed.
- Support special projects, trainings, and events in alignment with PCA's evolving program portfolio. This may include organizing advocacy days, community forums, or other grassroots events to mobilize families and early child care providers.

**The duties and responsibilities outlined above do not comprise a comprehensive list but are intended to provide a representation of the general nature and level of work performed by an employee in this capacity.**

#### **Knowledge, Skills and Abilities Required**

- Knowledge of legislative processes, policy advocacy strategies and systems change work.
- Experience in grassroots organizing, community mobilization and coalition management.
- Ability to design, launch, and sustain organizational coalitions with community partners, including facilitating shared leadership and equitable decisionmaking.
- Skill in facilitating dialogue, negotiating partnership and navigating complex multi-stakeholder environments.
- Ability to assess informational needs, collect and analyze data, and prepare clear statistical reports.
- Demonstrated knowledge and operational expertise in the assigned program area.
- Skills in program planning, development, implementation, and leadership.
- Strong oral and written communication skills, with the ability to deliver presentations and convey information effectively.
- Ability to exercise independent judgment and communicate clearly with a variety of audiences.
- Capacity to make sound decisions that align with organizational mission and values, especially when working in collaborative or external-facing settings.
- Ability to assess and improve operations through strategic thinking and process development.
- Experience developing and implementing funding strategies and supporting fundraising efforts.
- Strong interpersonal skills and the ability to engage effectively with diverse individuals, organizations, and communities.
- Proficiency in digital communication and office tools, including Zoom, Microsoft Office (Word, Excel, Outlook, PowerPoint), and other virtual platforms.

#### **Organizational Relationship**

- The position reports to the Deputy Director.



### **Minimum Job Requirements**

- Minimum 4 years of demonstrated professional experience directly related to the responsibilities specified or equivalent of a Bachelor's Degree.

### **Preferred Qualifications**

- Bilingual and bi-literate in English and Spanish.
- Experience working in low-income communities, schools, or community-based nonprofit settings, with familiarity in popular education and reflective practices.
- Demonstrated experience partnering with families and community members to co-create meaningful programming, share resources, and support advocacy for young children and families.
- Skilled in facilitating interactive workshops for adults and families, both in-person and virtually.
- Commitment to collaborative practices and culturally responsive facilitation.
- Experience co-developing reports, toolkits, or other professional communications.

### **Working Conditions and Physical Effort**

Work is performed in a variety of business, education, and office space settings during regular office hours. This is not a remote work position. Willingness to travel and reliable transportation is required. This position may require the ability to work evening, weekend and/or holidays to meet the needs of the communities. Work will sometimes take place remotely; internet access is required.

- Work performed during some nights and weekends to meet the needs of community members.
- No or very limited physical effort required.
- Access to a car, possession of a valid driver's license, and proof of automobile insurance.
- Statewide travel as needed .
- No or very limited exposure to physical risk.
- Work is normally performed in a typical interior/office work environment.
- Requires sitting, talking and listening for 5+ hours per day.
- Standing and walking for up to 3 hours per day, reaching with hands and arms and keying for up to 4 hours per day
- An average of 4 hours per day spent on the computer.
- Can lift up to 20lbs. (books, materials, supplies, etc.).

### **Benefits Eligible**

This is a benefits eligible position. Partnership for Community Action provides a comprehensive package of benefits including 100% employer paid medical, dental, vision, and life insurance for the employee and 80% employer paid for dependents medical, dental, and vision.

### **Application Process:**

- Please submit your resume and a cover letter outlining your qualifications and interest in the position to [PCA@forcommunityaction.org](mailto:PCA@forcommunityaction.org). Subject Line: **Community Program Specialist - Policy and Grassroots Organizer**
- Applications will be reviewed on a rolling basis until the position is filled. We thank all applicants for their interest; however, only those selected for an interview will be contacted

Partnership for Community Action is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. We are committed to creating an inclusive and accessible workplace for all employees.

