



THE NEW MEXICO BREASTFEEDING TASK FORCE

Program Specialist - Call for Applications

The New Mexico Breastfeeding Task Force is seeking a Program Specialist. This part-time temporary consultant must have demonstrated success in building relationships and supporting successful teams. This position will be responsible for assisting a selection of chapters (in central and northern NM) to increase capacity, partnering with workplaces to improve policies that support breastfeeding families and participating outreach events to achieve the organization's efforts to make breastfeeding a cultural norm.

Submit letter of interest, resume, salary requirements, writing sample and references to contact@breastfeedingnm.org by February 23, 2018.

ABOUT THE ORGANIZATION: The New Mexico Breastfeeding Task Force (NMBFTF) is working to improve the health of New Mexico families by creating supportive environments in which breastfeeding is the cultural norm. We strive to bridge the gap in breastfeeding disparities and are committed to making sure all families have the support they need to reach their breastfeeding goals. Breastfeeding as the norm in New Mexico is supported by our values of transparency, evidence-based practice, respect for all, consistent messaging and support, all voices heard, diversity and inclusion.

JOB TITLE: Program Specialist – Contract Position: Temporary, Part-Time.

GENERAL DESCRIPTION: The Program Specialist will be responsible for providing education and technical assistance to advocates, employees and employers to comply with state law and outreach to targeted constituents to further the NMBTF mission. This position works remotely and requires attention to detail, organizational skills and an ability to work collaboratively among multiple teams. The program specialist will support a selection of NMBTF Chapters, located in central and northern New Mexico. Localized community-based outreach by these Chapters lifts the voices of the most disenfranchised regions. Given our vast and rural state, we are expanding Chapter capacity via training, technical assistance, networking, communication, action planning design, implementation and evaluation, media training, & fundraising support. In addition, this position contributes to recruitment, presentations and training outreach to employers and

distribution of employer tool kits.

- Provide education and technical assistance to advocates, employees and employers to comply with state law and outreach to targeted constituents to further the NMBTF mission;
- Represent NMBTF at major events and conferences to promote programs;
- Attend outreach events to represent NMBTF and/or NMBTF chapters in community;
- Coordinate with chapters to assess and increase capacity;
- Serve as key point of contact for assigned chapters to support chapters in meeting goals to further the NMBTF mission;
- Update and provide employer training workshops and educational materials;
- Collaborate with program evaluator on measuring success;
- Identify and engage in community collaborations to achieve programmatic goals;
- Assist in the implementation of a strategic outreach and marketing plan;
- Participate in fundraising efforts.

QUALIFICATIONS AND PREFERRED EXPERIENCE:

- Familiar with and knowledgeable of: *Business Case for Breastfeeding and Supporting Nursing Moms at Work - Employer Solutions*;
- Knowledge of or willingness to learn the impact of breastmilk on health;
- Experience working with the business community, and/or familiarity with human resources management;
- Knowledge of and professional investment in northern New Mexico
- Ability to work individually and as part of a team;
- Ability to work under pressure, set priorities, and meet strict deadlines;
- Creative, imaginative and solution oriented;
- Ability to adapt and learn new techniques;
- Thorough, precise and detail-oriented;
- Self-starter and ability to work with minimal supervision;
- Passionate and knowledgeable about breastfeeding, breastfeeding advocacy and support;
- Experience organizing or leading local initiatives;
- Familiar with equity work and principles;
- Public presentation skills
- Inclusive group facilitation techniques;
- History of work with culturally diverse outreach and education;
- Familiarity with contract projects, reporting and invoicing;
- Comfort with remote work and communication (Zoom, Google Hangout, etc.),
- Reliable transportation;

- Public speaking, policy work and/or media outreach a plus;
- Ability to travel, valid driver's license and reliable transportation required.

Location: Home office; Central or Northern New Mexico

Hours per week: Flexible. Average 15 hours/week

Compensation: Competitive and fair wage compensation based on experience. This is a annual contract position with potential for renewal.

How to Apply: Please submit a letter of interest (email) with your resume, salary requirements, writing sample and three professional references to:
contact@breastfeedingnm.org by February 23, 2018.

The NMBTF is committed to assembling a diverse team of contractors and volunteers with a wide range of life experiences. Women, people of color, LGBTQ, and people with disabilities are encouraged to apply.