



The National Education Association of New Mexico, NEA-NM, is seeking applicants for Government Relations Director/Communications Specialist. The position is located in the beautiful and culturally rich capital of New Mexico, Santa Fe. This position is a hybrid position also responsible for communications and some UniServ work.

The NEA-NM is a member-driven education union that represents members throughout the state of New Mexico and is part of the National NEA, the largest union in the nation.

### **Essential Duties and Responsibilities**

- Responsible, under the general supervision of the Executive Director, for the development and administration of the NEA-NM government relations program.
- Works as the liaison to the NEA-NM EdPAC Committee and other committees as assigned.
- Develops an effective system of lobbying at the State Legislature and Public Education Department.
- Develops and maintains a positive working relationship with key policy makers including, but not limited to, the governor, legislative leaders, state representatives and senators, members of the New Mexico Public Education Department, and the state Secretary of Education of public schools.
- Analyzes issues, develops, and prepares strategy, position papers, and testimony for the NEA-NM government relations program.
- Drafts, submits, and tracks bills and resolutions introduced at the Legislature.
- Works with President, Executive Director, and member lobbyists.
- Develops and administers budget for the association's political and legislative work, including writing and reporting on grants.
- Works with the accountant specialist to ensure compliance with regulatory agency reporting requirements by maintaining accurate records of expenditures relating to contributions to political candidates.
- Provides program information for publicity on legislative programs and proposals.
- Establishes and maintains good working relationships with other unions and other lobby groups and identifies positions of these groups on legislative proposals of concern to NEA-NM.
- Maintains a record of information on each individual legislator for candidate recommendation purposes.
- Represents the Association at legislative hearings, Public Education Department meetings, and meetings with teachers, community groups, unions, and other organizations as assigned.
- Develops and implements interim legislative campaign plans.
- Develops a plan to help the Association increase political action financial contributions.
- Responds to funding requests from candidates and political party leaders.
- Works with local and state Association political action committees to identify and recruit pro-education candidates.
- Mobilizes NEA-NM members to act on local, state, and national legislative issues.
- Trains members, leaders, and staff on legislative and electoral issues.
- Develops, implements electoral campaign plans for statewide and local races.
- Available to work on weekends, holidays, and/or evenings.
- Has exemplary written and verbal communication skills.
- Communication to members and general public via websites, news outlets, and social media.
- Write and manage yearly communications plan and grants.
- Member organizing, employee rights, and bargaining as assigned.
- All other duties as assigned.

## **Education and Experience**

- Bachelor's degree from an accredited college or university with a major in political science, education, business administration, industrial relations, or a related field. Master's degree preferred.
- Minimum three to five years of professional experience in actively writing testimony, drafting bills, position papers, and lobbying.
- Minimum three to five years of experience working with a state legislature as a registered lobbyist.
- Extensive knowledge in campaign databases and tools including VAN and/or LAN; Mobilize; Every Action; Hustle; etc.
- Experience in campaign analytics.
- Proficient in Microsoft Office Suite systems.
- Extensive electoral campaign experience including drafting, implementing campaign plans, and leading campaign field programs.
- Communications experience.
- Experience working in a local, state, or national union or community organization involving organizing, bargaining, and employee advocacy work.

## **Personal Attributes**

- Possess cultural awareness and sensitivity.
- Manages a high volume of work with efficiency: Has or can create a system for keeping tasks from slipping through the cracks. Able to juggle competing demands and prioritize without sacrificing quality. Plans backwards to make deadlines. Asks for help when needed.
- Acknowledges mistakes and turns them into learning opportunities.
- Strong sense of ownership and resilience: Plans ahead and finds alternative paths, when needed, to get to the finish line. Bounces back from setbacks and rejections. Holds a high bar even when things are hectic.
- Demonstrates sound work ethics, honesty, and integrity.

## **Supervision**

The employee works under the general direction of the Executive Director and/or designee and is expected to work independently and with a minimum of supervision.

## **Pay and Benefits**

This position is a full-time bargaining unit position. Compensation is dependent on experience in accordance with the collective bargaining agreement between the NSO-NM and the NEA-NM. We also offer a robust benefits package including fully paid medical, dental and vision plans, a fully paid pension plan, a 401k plan with employer contributions, and paid holidays, vacation days, personal days, and sick time.

## **NEA-NM IS AN EQUAL OPPORTUNITY EMPLOYER**

NEA-NM is committed to the principle of equal employment opportunity for all employees with a work environment free of discrimination and harassment. All employment decisions at NEA-NM are based on business needs, job requirements, and individual qualifications without regard to race, color, religion or belief, national origin, sex, age, sexual orientation, gender identity, marital status, or disability.

Candidate must own a reliable vehicle and be able to obtain a valid New Mexico drivers license, maintain insurance equal or above minimum standards set by New Mexico law, and be able to live within one hour commute to Santa Fe, New Mexico.

To be considered for this position please email cover letter, resume, and three writing samples to Lori Ortega at [lortega@neanm.org](mailto:lortega@neanm.org). Position open until filled