



THE NEW MEXICO BREASTFEEDING TASK FORCE

Operations Manager - Call for Applications

The New Mexico Breastfeeding Task Force is seeking an Operations Manager to support the organization's multiple projects and contract staff. This part-time temporary consultant must have strong technical skills, an ability to problem solve through critical thinking and offer solutions to improve operational effectiveness.

Submit letter of interest, resume, salary requirements and references to contact@breastfeedingnm.org by December 4, 2017.

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. Some of our funding sources include Peer Counseling contract from State of NM, Annual Conference, Kellogg Foundation.

JOB TITLE: Operations Manager – Contract Position: Temporary, Part-Time.

GENERAL DESCRIPTION: The Operations Manager provides organizational support and structure to multiple projects and contract staff. Reporting to the Executive Director and serving as a member of the Management Team this position's primary responsibility is ensuring organizational effectiveness by providing leadership for the organization's operations functions. Working with the management team, the position also contributes to the development and implementation of organizational strategies, policies and practices. This position will also interact with the Board of Directors. This position manages daily operations of the NMBFTF and ensures internal resource allocation is aligned with organization mission and strategic plan.

- Ensure contract staff have resources necessary to carry out work to achieve organization mission;
- Shape and create a collaborative, supportive and professional work environment;
- Review, respond to or distribute requests for support;
- Provide high-level customer service to a variety of constituents;
- Actively participate in creating solutions to help team work more efficiently;
- Review, analyze and summarize narrative and fiscal reports;
- Contribute to short and long term organizational planning and strategy;
- Assist in planning, promoting and coordinating an annual education event;
- Manage administrative staff
- Support members, Management team, and Board members with organizational needs.

QUALIFICATIONS AND PREFERRED EXPERIENCE:

- Knowledge of and/or experience with breastfeeding, breastfeeding advocacy, and support;
- Excellent time management, interpersonal, oral and written communication skills;
- Ability to collaboratively lead and support multiple cross-functional teams;
- Demonstrated experience managing multiple staff, deadlines and projects;
- High level of proficiency in Microsoft office package (PC), and remote connections and communications (Zoom, Google Hangout, Google Drive, etc.);
- Professional attitude communicated verbally and electronically;
- Ability to work under pressure, set priorities, and meet strict deadlines;
- Creative, imaginative and solution oriented;
- Ability to adapt and learn new techniques and technologies;
- Thorough, precise and detail-oriented;
- History of work with culturally diverse populations;
- Self-starter and ability to work with minimal supervision;
- Event coordination and/or volunteer management experience(preferred);
- Ability to travel, valid driver's license and reliable transportation required.

Location: Albuquerque NMBFTF office and Home office,

Hours per week: Flexible. Average 15 hours/week

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

How to Apply: Please submit a letter of interest (email) with your resume, salary

requirements, and three professional references to: contact@breastfeedingnm.org by December 4, 2017.

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.