

Community Engagement & Communications Coordinator

FULL-TIME

ALBUQUERQUE, NM

SALARY: \$49,000 – \$63,000 *Dependent on experience and credentials*

DEPARTMENT/GROUP
Development Department

REPORTS TO
Development Director

POSTING END DATE
Open until filled

Submit cover letter and resume to
centrosavilajobs@centrosavila.com



centrosavila.org
1317 Isleta Blvd SW
Albuquerque, NM 87105
505.312.7296

POSITION OVERVIEW

The Community Engagement and Communications Coordinator will lead efforts to increase the organization's visibility, build relationships with stakeholders, and ensure clear, consistent communication across digital platforms and public-facing materials. This role is also critical in supporting the Unidos Project by overseeing its operational activities, organizing collective events, and managing grassroots outreach efforts. The ideal candidate will be experienced in communications, community outreach, and project management, with a strong focus on collaboration and community impact.

RESPONSIBILITIES

Communications and External Relations

- Develop and implement a comprehensive communications strategy to elevate the organization's profile.
- Coordinate with Communications Intern to manage social media accounts, creating engaging content that highlights the organization's programs, successes, and community impact.
- Coordinate with the Development Director to ensure external communications, including newsletters, press releases, and other public-facing materials are aligned with the comprehensive communications strategy
- Cultivate relationships with media outlets, community partners, and stakeholders to enhance outreach and visibility.
- Ensure consistent branding and messaging across all platforms.

Fundraising and Outreach

- Support the development team by creating compelling fundraising campaigns and materials.
- Collaborate with the fundraising team to plan and promote donor events, volunteer initiatives, and outreach efforts.
- Leverage digital platforms to engage new donors, partners, and community members.
- Manage outreach efforts to expand the organization's network of supporters, including grassroots and community partners.

Community Engagement

- Lead the organization's community engagement initiatives, fostering relationships with local partners, community leaders, and grassroots organizations.
- Coordinate and attend community meetings, events, and forums to promote the organization's mission and programs.
- Manage the outreach calendar, ensuring timely participation in key community events and activities.
- Serve as a liaison between the organization and the broader community, advocating for the needs and priorities of underserved populations.

Unidos Project Operations

- Participate in the operational implementation of the Unidos Project, ensuring alignment with its goals and strategies.
- Contribute to operational updates and facilitate meetings of the Unidos steering committee, supporting collective decision-making.
- Manage a collective Unidos calendar, ensuring key events, deadlines, and activities are tracked and communicated.
- Provide quarterly activity reports on services provided, programmatic accomplishments, and activities aligned with Unidos strategies. These reports will accompany quarterly invoices.
- Schedule and coordinate two collective Intimate Partner Violence (IPV) events annually, one for grassroots messengers and one for providers.
- Oversee grassroots messenger connections across organizations and manage stipends for their participation.
- Conduct quarterly mapping of training reach, documenting training types, audiences, frequency, and coverage across schools, clinics, and other venues.
- Guide collective planning efforts for future projects within a neighborhood or school community, helping identify next steps based on community needs.

Event Planning and Management

- Plan and execute community events, both virtual and in-person, that align with the organization's mission and engage target audiences.
- Collaborate with program staff and external partners to ensure the success of community-based initiatives and events.
- Develop promotional materials, agendas, and event timelines for community engagement activities.
- Manage event logistics, including coordinating speakers, vendors, and volunteers.

QUALIFICATIONS AND REQUIREMENTS

- Bachelor's degree in Communications, Public Relations, Marketing, or related field (or equivalent experience).
- 3+ years of experience in community engagement, communications, or a related role.
- Proven track record of executing digital marketing campaigns.
- Experience with community outreach, event planning, and public relations.
- Strong writing, editing, and presentation skills.

- Ability to manage multiple projects and deadlines, with excellent organizational and time management skills.
- Comfortable working with diverse communities and building relationships with grassroots organizations.
- Familiarity with collective impact initiatives is a plus.
- Bilingual (English/Spanish) preferred.

BENEFITS

This is a benefits eligible position. Centro Sávila provides a comprehensive package of benefits including medical, dental, vision, retirement plan, and life insurance.

- 100% of health, dental, vision, and life insurance plans for full-time employees is covered by Centro Sávila.
- 34 paid holidays, including a paid week for Spring and Winter breaks, plus accrued paid time off.

The benefits package will be reviewed annually and may be adjusted to align with the evolving needs of both employees and the organization. Additionally, the number of paid days off for holidays can vary from year to year.

Centro Sávila is an equal opportunity employer that values and celebrates diversity, committed to fostering an inclusive environment for all employees, team members, and clients from diverse backgrounds. As a progressive organization, we expect applicants to actively contribute to a collaborative, inclusive, and culturally diverse workplace. Our team consists of highly dedicated and motivated individuals working toward transformative change in our communities. We welcome anyone who shares our passion for social justice and inclusivity to join our team and help drive meaningful impact for the diverse populations we serve.

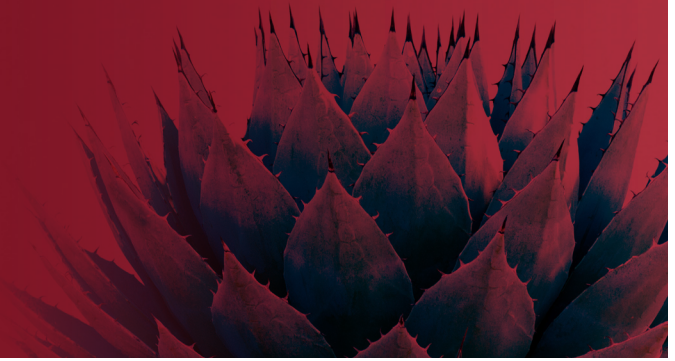
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HR Manager

**FULL-TIME
ALBUQUERQUE, NM
SALARY: \$60,000 – \$75,000-MID**



DEPARTMENT/GROUP
Administrative

REPORTS TO
Compliance Director

POSTING END DATE
11/30/2024

Submit cover letter and resume to
centrosavilajobs@centrosavila.com

POSITION OVERVIEW

We are seeking an experienced and motivated HR Manager to join our dynamic team. This role is pivotal in supporting the Compliance Director to implement and develop our HR department's functions. The ideal candidate will be a collaborative bi-lingual leader with cultural humility who provides exceptional wisdom, guidance and leadership in shaping our organizational culture and seamlessly advances equity, inclusion, and belonging in all facets of our human resources. The ideal candidate will have a strong background in HR, particularly within behavioral health and nonprofit sectors, and demonstrate a proactive attitude towards learning and adopting new processes. The HR Manager is responsible for leading daily HR functions, ensuring that human resource support for staff runs smoothly and efficiently, and that proper HR systems are in place to support a busy, growing team of healthcare professionals. This role is the primary point person for Centro Savila staff and vendors for all HR operations matters, benefits, performance review implementation, insurance/licensing, background checks, employee on-boarding and off-boarding, recruitment and hiring, and other HR tasks. The HR manager contributes to the development and implementation of new HR processes and projects in collaboration with the Compliance Director and the Executive Director. The HR manager must be comfortable managing shifting priorities to completion even when the path is not self-evident. The individual must also possess the capacity to manage all forms of communications with accuracy, discretion, and diplomacy in a timely and responsive manner. The ideal candidate has a customer service orientation and is a self-starter, who is always thinking about how to improve processes, systems, and work environment for staff. Previous supervision experience and management of non-profit operations preferred.

RESPONSIBILITIES

Recruitment and Staffing

- Develop and implement recruitment strategies to attract and retain qualified personnel.
- Manage the hiring process, including job postings, scheduled interviews, background checks, and onboarding.
- Collaborate with department leads to identify staffing needs and ensure alignment with organizational goals.



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Employee Relations and Performance Management

- Promote positive employee relations and foster an inclusive workplace culture.
- Provide support and guidance to employees and managers regarding HR issues, including conflict resolution and disciplinary actions.
- Implement the performance evaluation process and support professional development initiatives.

Compensation and Benefits

- Administer and manage employee benefits programs, including health insurance, retirement plans, and leave policies.
- Annually review compensation practices to ensure they remain competitive, fair, and aligned with the nonprofit's budget and mission.

Compliance and HR Policies

- Ensure the organization complies with local, state, and federal employment laws and regulations.
- Regularly review and update HR policies, ensuring alignment with organizational values and legal requirements.
- Maintain and manage employee records to meet auditing requirements, while ensuring confidentiality and data protection are upheld.

Training and Development

- Work with the leadership team to develop and implement training programs that support employee growth and improve organizational effectiveness.
- Identify organizational training needs and partner with external consultants, if necessary, to deliver customized programs.

Organizational Culture and Strategy

- Lead the Aloe Wellness Committee to actively shape and maintain a positive, mission-driven organizational culture.
- Support leadership in strategic HR planning, workforce development, and succession planning.
- Lead diversity, equity, and inclusion (DEI) initiatives to enhance the organization's commitment to these values.
- Additional duties may be assigned as the organization grows and new needs arise.

QUALIFICATIONS AND REQUIREMENTS

- Bachelor's degree in Human Resources, Business Administration, or a related field
- Minimum of 2 years of HR management experience, preferably in behavioral health and/or nonprofit sectors.
- Strong knowledge of employment laws and HR best practices.
- Proven ability to implement and manage HR policies and procedures.
- Excellent communication and interpersonal skills.
- Demonstrated commitment to continuous learning and professional development.
- Strong organizational skills and attention to detail.
- Attention to detail and problem-solving skills and strong organizational and planning skills.

PREFERRED QUALIFICATIONS

- Non-profit or healthcare administration experience preferred
- Bilingual (Spanish/English) preferred.

BENEFITS

This is a benefits eligible position. Centro Sávila provides a comprehensive package of benefits including medical, dental, vision, retirement plan, and life insurance.

- 100% of health, dental, vision, and life insurance plans for full-time employees.
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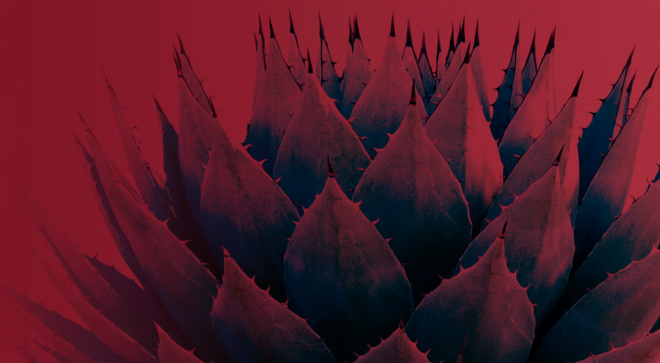
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Grant Development Specialist

FULL-TIME

ALBUQUERQUE, NM

SALARY: \$49,000 - \$63,000 MID



DEPARTMENT/GROUP
Development Department

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Development Director

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Join the award-winning team at Centro Sávila, where we're dedicated to advancing social justice and reducing disparities in behavioral health services. We're seeking passionate and qualified individuals to help improve the mental health and well-being of our community. At Centro Sávila, you'll find a flexible work environment, competitive salary and benefits, along with extensive training and professional development opportunities. Be part of a diverse, committed team where you'll experience endless opportunities for personal and career growth. We prioritize a supportive culture of care, compassion, and a healthy work-life balance.

POSITION OVERVIEW

The Grant Development Specialist will work closely with the Director of Development to support the organization's fundraising efforts by researching and identifying new funding opportunities, writing compelling grant proposals, and managing the entire grant process. This position plays a vital role in advancing the organization's mission by securing financial resources through grants and ensuring proper tracking, reporting and progress on grant outcomes.

RESPONSIBILITIES

Grant Research and Strategy

- Collaborate with the Director of Development and Finance Director to create and implement an annual fundraising plan focused on securing grant funding.
- Conduct thorough research to identify appropriate funding sources, including government agencies, foundations, and corporate grant opportunities, aligning with the organization's mission and programs.
- Monitor trends in the grant funding landscape to identify new opportunities and strategies for future proposals.
- Develop and maintain a comprehensive database of potential grant opportunities, including deadlines, guidelines, and funding priorities.

Grant Writing and Submission

- Write clear, persuasive, and well-structured grant proposals tailored to each specific funder's guidelines and priorities.
- Collaborate with program staff to gather necessary information, including program goals, outcomes, budgets, and data, for use in grant applications.



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- Submit grant applications in a timely manner, ensuring adherence to all submission requirements and deadlines.
- Develop supplementary materials, including letters of inquiry, cover letters, and grant-specific reports, as needed.

Grants Management and Reporting

- Oversee the full lifecycle of the grant proposal process, from initial research and writing through submission and award management.
- Maintain a calendar of grant deadlines, ensuring timely submission of proposals, reports, and renewal applications.
- Track progress of awarded grants, ensuring compliance with grant terms, deadlines, and reporting requirements.
- Prepare progress and final reports for funders, including financial reports, program updates, and measurable outcomes achieved during the grant period.
- Collaborate with the finance team to ensure proper tracking and reporting of grant-related expenditures.

Fundraising Support

- Assist the Director of Development in setting fundraising goals, strategies, and timelines as part of the annual fundraising plan.
- Support broader development initiatives by identifying and targeting grant opportunities that complement individual and corporate fundraising efforts.
- Work with the development team to craft fundraising messages and materials that align with grant proposal themes.

QUALIFICATIONS AND REQUIREMENTS

- Bachelor's degree in Communications, Nonprofit Management, Business, English, or a related field (or equivalent work experience).
- Minimum of 2 years of experience in grant writing, nonprofit fundraising, or related roles.
- Proven track record of securing grant funding from foundations, corporations, or government agencies.
- Exceptional writing, editing, and proofreading skills, with attention to detail and ability to communicate complex ideas clearly.
- Strong organizational and project management skills, with the ability to manage multiple deadlines and priorities.
- Experience with grant management and reporting, including financial tracking and compliance.
- Proficiency in using grant research databases, CRM software, and other fundraising tools.
- Knowledge of the nonprofit sector and experience working with mission-driven organizations.
- Ability to work both independently and collaboratively with a team.
- Bilingual (English/Spanish) preferred but not required.

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