



### ***NM Genders and Sexualities Alliance Network Program Program Coordinator***

The New Mexico Genders and Sexualities Alliance Network (NMGSAN) is a youth-led, youth-driven program for LGBTQ+ and allied individuals ages 13 and up. NMGSAN creates more secure, inclusive, and welcoming schools while also building resiliency, self-efficacy, and positive identity and mental health. We offer peer training, peer support, and leadership development among young leaders and activists, with leadership from our Youth Council. NMGSAN does its work through an anti-oppression, intersectional lens. NMGSAN also works closely with the National GSA Network, and many other community organizations serving the LGBTQIA2s+ community.

#### **Essential Duties and Responsibilities**

- Able to work self directed and independently
- Can represent NMGSAN and the Mountain Center in a positive way to community partners.
- Register community members for NMGSAN programming.
- Serve as a contact for and provide leadership to NMGSAN's Youth Council.
- Facilitate professional relationships and community partnership-building attend local and national meetings, develop and coordinate projects and initiatives.
- Oversee a positive social media presence for NMGSAN.
- Support administrative activities such as evaluation and reporting, and actively practice all Mountain Center risk management and other policies.
- Create and implement programs for youth-led, youth-driven programs for LGBTQ+ and allied individuals.
- Create inclusive and welcoming spaces while also helping youth and adults to build resiliency, self-efficacy, positive identity and mental health.
- Offer peer training, peer support, and leadership development among youth clients
- Works closely with Youth Council Leadership, helping to facilitate their meetings and ensuring their voices are heard and their suggestions are considered
- Work closely with the National GSA Network, and many other community organizations serving the LGBTQ+ community.

- Conduct extensive, weekly outreach to contact and visit schools to start or assist GSA clubs and to register community members for NMGSAN programming.
- Provide leadership for program sequences (co-develop and eventually lead overnight and daytime programming)
- Support administrative activities such as evaluation and reporting, and actively practice all Mountain Center risk management and other policies.
- Attains and maintains current First Aid, CPR, Mental Health First Aid, Naloxone, HIPAA and QPR Certifications as assigned.
- Consults reference materials, manuals, etc.
- Demonstrates evidence of creativity and sound program preparation.
- Adapts group and individual goals and activities to meet the needs of the clients and group.
- Conducts program briefing and debriefing sessions with program staff.
- Responsible for completion of all program paperwork in a timely manner including grant reporting, briefings, debriefings, pre and post surveys and incident reports.
- Creates and maintains program/client files.
- Complies with HIPAA standards of documentation and communication.
- Consults with the program manager regarding any significant, and/or expected alterations or occurrences, i.e. cancellation, program problems and incidents. Follows up with the program manager post program and relays pertinent information regarding programs.
- Sets up safety briefings with the program manager (or on-call staff) for overnights and special programs.
- Communicates to course or program manager course areas and applies for day permits or communicates to permit manager wilderness program permit needs
- Ensures that all TMC policies and procedures are adhered to at all times.
- Understands adventure program theory and concepts and embodies a clear knowledge of technical, physical, and emotional risk. Demonstrates ability to articulate TMC philosophy to agencies and staff.
- Attend staff meetings and team meetings.
- Follow all TMC policies, read and refer to TMC manuals.
- All duties as assigned.
- Create, design, develop and implement community trainings as assigned by direct supervisor.
- Serves as a communications liaison, responsible for establishing contact with schools and community partners, assisting the team with communication duties.

**Minimum Qualifications** The uniqueness of this position requires significantly different sets of skills, experience and abilities.

- High school degree or equivalent, Bachelors or higher preferred
- Experience working in LGBTQ+ communities and working in group settings
- Experience in therapeutic, behavioral health or equivalent settings
- Experience working in a team setting
- Excellent time management skills as well as meeting deadlines
- Ability to maintain highly confidential information in a professional manner

- Proficient in Gmail and the Google suite including Docs, Sheets and Slides
- Working knowledge of Slack and Discord
- Working knowledge of standard office equipment (personal computer/laptop, phone with voicemail, fax, copier, etc.)
- Ability to communicate in English, both verbally and in writing
- Excellent communication written, oral, electronically
- First Aid and CPR or Wilderness First Responder if not current with in the first 6 months of employment
- Pass a CYFD criminal background check and other background checks
- Clear driving record and valid driver's license with no restrictions
- Cultural humility and understanding of intersectional oppression
- Being an eager, rapid learner and self-advocate around new skills
- Ability to read and comprehend complex documents, respond effectively to the needs of clients, prepare correspondence, provide training and presentations, and communicate effectively with staff, clients, members of the community and others are all key activities of the position.
- Familiarity with the social, cultural and economic make-up of New Mexico or service area and ability and willingness to work with diverse populations
- Excellent interpersonal skills with the ability to effectively listen and offer solutions without passing judgment
- Ability to establish and maintain effective relationships within the community partners.
- Demonstrate capacity to appropriately and effectively market the agency's programs while strategically developing community networks to establish and/or maintain continued support for TMC

#### **Preferred Qualifications**

- Experience in GSA clubs and/or youth organizing
- Indigenous or Spanish language fluency

**Equal Employment Opportunity:** The Mountain Center provides equal employment opportunities to all qualified individual without regard to race, color, religion, ancestry, national origin, age, sex, spousal affiliation, sexual orientation, gender identity, non-disqualifying physical or mental handicap or disability, or serious medical condition

**Americans with Disabilities Specifications:** This position requires long periods of sitting at a desk in front of a computer. Presentation and community outreach tasks may require the employee to sit or stand for long periods of time. Extensive travel, typically by automobile; must be comfortable driving on unpaved/uneven roads and in inclement weather, during sunrise/sunset and in the dark. Employees must have the ability to clearly communicate in person and on the telephone in the decibel range of normal conversation levels. In addition, this position requires the ability to lift 50 lb unassisted and assisted when over 50 lbs.

**Work Environment:** Normal office environment and occasionally requires working outdoors, in varied weather as well as in wilderness settings.

**Equipment Used:** Personal computer and standard office equipment (phone with voicemail, fax, copier). Other equipment used may be ropes, carabiners, and harnesses.

**Job Responsibilities Notes:** The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. The Mountain Center may change the specific job duties with or without prior notice based on the needs of the organization.

ACKNOWLEDGEMENTS	
<b>Creation Date: 6/20/2025</b>	<b>Revision Date:</b>
<b>Employee: I have reviewed this job description with my supervisor and acknowledge receipt.</b>	
Signature:	Date:
<b>Supervisor:</b>	
Signature:	Date:
<b>Executive Director:</b>	
Signature:	Date:

**The signed acknowledgment will be sent to Human Resources for inclusion in the personnel file.**