



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.
- Conduct extensive, weekly outreach to contact and visit schools to start or assist GSA clubs and to register community members for NMGSAN programming.
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- 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.
- 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.
- 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.
- Demonstrates evidence of creativity and sound program preparation.
- Adapts group and individual goals and activities to meet the needs of the clients and group.
- Complies with HIPAA standards of documentation and communication.
- Other duties as assigned by the direct supervisor.

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
- 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
- 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
- Ability to read and comprehend complex documents, respond effectively to the needs of clients, prepare correspondence, provide training session 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.

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 individuals 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	
Creation Date: 6/30/2025	Revision Date:
Employee: I have reviewed this job description with my supervisor and acknowledge receipt.	
Signature:	Date:
Supervisor:	
Signature:	Date:
Executive Director:	
Signature:	Date:

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