



## **Project Manager, New Mexico Abortion Provider Network (NM-APN) Part-time, contract position (through March 31, 2027)**

### **About the New Mexico Abortion Provider Network (NM-APN)**

The Abortion Provider Network of New Mexico (NM-APN) is a network of reproductive health care providers, clinic staff, and advocates in New Mexico who come together to offer and expand access to culturally congruent, trauma-informed, and high-quality sexual and reproductive health care in their communities. The NM-APN was created to facilitate patient care and foster an overall sense of well-being amongst NM abortion providers in a post-Roe world.

### **The goals of the NM-APN are to:**

1. Build a community of professional support and trust among independent abortion providers, Planned Parenthood affiliates, academic clinicians, and advocates in New Mexico.
2. Provide training and education for the network's members to ensure that they are knowledgeable of and providing person-centered, trauma-informed, and high-quality sexual and reproductive health care for their communities centered around reproductive justice.
3. Engage in advocacy at the community, clinic, and state level in order to expand access to care and reduce abortion stigma.
4. Build community and trust within the abortion ecosystem in New Mexico which includes but is not limited to providers, nurses, medical assistants, practical support groups, abortion funds, community groups and others. The aforementioned include stakeholders who are based in New Mexico and based in banned states with patients that seek abortion care in New Mexico.

### **About the Reproductive Health Access Project**

The Reproductive Health Access Project (RHAP) trains, supports, and mobilizes primary care clinicians to ensure equitable access to sexual and reproductive health care, including abortion. RHAP fills critical gaps in clinical education and care delivery by centering communities most impacted by barriers to care. We connect, develop, and support clinicians to become effective leaders promoting reproductive freedom. Through our national organizing and mobilizing, we are building a movement to change the way reproductive health care is provided.

### **Role**

As the NM-APN Project Manager, you will be responsible for coordinating the NM-APN and ensuring that project goals are being met. You will work closely with the NM-APN Clinical Conveners and Network members to further develop the mission, vision, and goals of the NM-APN. You will oversee the development and execution of various strategies and activities to build the NM-APN as well as solidify the structure and function of the project.



You will connect with a diverse network of allied organizations that the NM-APN can reliably collaborate with to take action to expand access to sexual and reproductive health care in New Mexico. You will receive administrative and managerial support from the Reproductive Health Access Project as needed.

This is a part-time (Approximately 10 hrs/week) contract position. Compensation is \$35/hour. This position reports directly to RHAP's Director of Organizing & Advocacy and collaborates closely with the New Mexico APN Clinical Leads.

**This is a contract position expected to expire March 31, 2027.**

## **Priority Responsibilities**

### **Program Management & Oversight**

1. Oversees the development, implementation, and evaluation of the NM-APN strategies and activities, with the guidance and input of Clinical Conveners and members.
2. Works with the Director of Organizing & Advocacy to develop and monitor program budget and prepare information for reports and funders.

### **Programming & Activities**

1. With support from the Clinical Conveners, the NM-APN members, and RHAP, this position will be responsible for the following activities:
2. Organizing, developing content, and convening meetings to bring members together
  - a. An annual gathering of network members to connect, educate, and be in community together.
3. Monitoring Signal group for the NM-APN and ensure that members are connected;
4. Building membership by recruiting current providers in NM, with a focus on bringing in providers outside of the Albuquerque area; and,
5. Ensuring that clinicians coming into New Mexico are connected with the Network in order to help them understand the history and current state of laws, the reproductive health and policy landscape, the communities they will serve, and the culture of sexual and reproductive health provision in New Mexico. Uplifts and promotes relevant information, trainings, and opportunities as appropriate.

### **Partnerships & Collaborations**

1. Conducts outreach to, develops, and maintains positive and collaborative relationships with state and local reproductive health, rights, and justice organizations in order to streamline advocacy efforts and address the changing landscape of abortion care provision in the state.
  - a. Ensures that the NM-APN is working closely with the SIP cohort on policy advocacy, media engagement, and community relationship-building.



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- b. Connects APN members to advocacy opportunities including testimony during the legislative session, notifies about lobby days, and remains updated on relevant and pertinent legislative bills.
- c. Works with RHAP and APN members to author and publish op-eds, LTEs, etc.

## Ethics and Integrity

1. Uphold the Reproductive Health Access Project Code of Ethics in all facets of professional and personal work interactions.
2. Apply an anti-racist lens in decision-making and priority setting: considering equity implications and effects of implicit bias on marginalized communities within and outside of RHAP.
3. Understand and practice confidentiality concerning non-public information about RHAP, staff, board, supporters, and all other third parties.
4. Demonstrate commitment to the organization's values as listed in the Introduction to the Code of Ethics.
5. Practice confidentiality regarding the identities of the members of the NM-APN including names, practice locations, relationships, and any and all personal information that is shared during meetings.

## Job Qualifications

**Community Familiarity:** Experience working with the New Mexico reproductive health, rights, and justice communities, as well as an understanding of the dynamics between these communities, is highly desirable. Experience working in a reproductive health clinical setting is highly desirable.

**Knowledge:** Strong understanding of program planning and management, community organizing and campaigns, using online resources to support organizing, and ideally, planning events. Comfortable using software such as Microsoft Office, Adobe Suite, Google Drive, Zoom, WordPress, and constituent data management systems.

**Project Management:** Experience in working with others to plan and execute projects, events, and initiatives.

**Experience as a field or community organizer** for non-profit or political campaigns or other community mobilization experience is helpful. Familiarity with state and/or national campaigns is desired.

**Project Leadership:** Experience in planning and executing projects or initiatives, including collaborating with colleagues to ensure projects are completed on time and monitoring budgets.

**Self-direction:** Takes initiative and is motivated to figure out solutions instead of waiting for directions. Detail-oriented, patient, highly organized, and follows through on all responsibilities. Responsive and works quickly and collaboratively.

**Positive Communicator:** Enjoys talking to and partnering with others; is comfortable supporting people through decision making and challenges in their work. Has excellent listening skills and approaches relationships collaboratively and with an open mind.



**Communications:** Strong overall written and oral presentation skills, and the ability to communicate with people of various backgrounds and experiences. Is a good listener and communicates their thoughts in an accessible way. Able to write clearly and effectively for a variety of audiences and formats.

**Resilience:** Able to withstand being potentially exposed to biased, anti-abortion/reproductive rights beliefs and incidents from external sources and help community members facing similar challenges in their own advocacy. Knows when to seek support when facing these challenges.

**Collaborative Spirit:** Ability to work as integral part of a team of hard-working, energetic professionals, taking input from a variety of assertive colleagues.

**Prioritization and Detail Orientation:** Ability to set and meet goals, prioritize, plan, manage, and complete work on deadline and in optimum quality. Responds to constantly shifting daily events and priorities with strategic thinking and planning and humor and enthusiasm.

**Commitment to Reproductive Justice:** An understanding of and commitment to issues affecting the reproductive health/rights/justice community, as well as an understanding of racism, classism and other systems of intersectional oppressions is critical.

**Language Ability:** Ability to communicate effectively verbally and in writing in English is required.

### **Work hours & compensation**

Applicants **must reside in the state of New Mexico**. This is a largely remote position. Compensation is \$35/hour for 10 hours/week.

### **Work Environment**

The Reproductive Health Access Project is a fully remote organization. The physical demands and work environment described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may enable individuals with disabilities to perform essential functions.

- While performing the duties of this job, the employee must be able to work efficiently in a space without significant interruptions, especially during meetings.
- Meetings with the NM-APN cohort occur virtually after work hours generally starting at 6 PM MST. Must be available for the entirety of each meeting to lead the agenda, take notes, and assist with technology.
- The employee is required to sit and use a computer for a large majority of working hours.
- The employee may be required to provide in person support such as during lobby days or to coordinate NM-APN members during legislative sessions. Advance notice of in person work will be given.
- The employee is regularly required to communicate effectively via computer, via phone, and occasionally in person.



**Submission Instructions:**

Please submit a cover letter and resume to [hr@reproductiveaccess.org](mailto:hr@reproductiveaccess.org) with the subject line "APN Project Manager" In your cover letter, please include where you heard about this position.

**Applications are due by July 10, 2026.**