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NOTICE OF JOB OPPORTUNITY

Announcement Date:	2/27/2025
Closing Date:	Until Filled
Entity:	New Mexico State Bar Foundation (NMBF)
Position:	Foundation Coordinator (Full-Time)
Hourly Rate:	\$21-\$23/hour (depending on experience and qualifications)
Location:	Albuquerque, NM (travel possibly required)

POSITION OVERVIEW

The New Mexico State Bar Foundation (NMBF) is the charitable arm of the State Bar of New Mexico (SBNM), representing the legal community's commitment to serving the people of New Mexico and the profession. The mission of the NMBF includes enhancing access to legal services for underserved populations, promoting innovation in the delivery of legal services and providing legal education to members and the public. The SBNM is a professional membership organization of attorneys licensed to practice law in New Mexico. The mission of the State Bar is to be a united and inclusive organization serving the legal profession and the public.

The NMBF seeks qualified applicants to join our team as a full-time (40 hours per week) Coordinator for the following Programs: The Foundation Board, the Center for Legal Education (CLE), the Development Program (DP) and the Legal Services Department. See below for more details about these programs.

Brief Description of the Programs:

- 1 Foundation Board: The Bar Foundation is the charitable arm of the State Bar, representing the legal community's commitment to serving the people of New Mexico and the profession. The Foundation Board is composed of 9 Board members.
- 2 Center for Legal Education (CLE): The Foundation is a non-profit New Mexico accredited CLE course provider dedicated to providing high quality, affordable educational programs to the legal community.

- 3 Development Program (DP): The DP is responsible for leading fundraising efforts for the New Mexico State Bar Foundation, building relationships with stakeholders, securing grant funding, and organizing Foundation fundraising events.
- 4 Legal Services Department (LSD): The LSD enhances access to legal services to underserved populations through its legal helplines: Legal Resources for the Elderly Program (LREP) and the Modest Means Helpline (MMH).

The successful incumbent will provide clerical and administrative support to the aforementioned programs. \$21-\$23 per hour, depending on experience and qualifications. **Generous benefits package included.** This position qualifies for partial telecommuting. Qualified applicants should submit a cover letter and resume to HR@sbnm.org. *See below for details and application instructions.* EOE. *See below for details and application instructions.*

MAIN DUTIES AND RESPONSIBILITIES

1. Foundation Board Duties:
 - Compile and distribute appropriate Foundation Board materials including agendas and notices, attend meetings and take comprehensive notes, prepare meeting minutes, and maintain accurate records of the meeting minutes.
 - Schedule Foundation Board meetings and other meetings including scheduling date and time, room reservations, AV, food and beverage needed, and other logistics.
 - Coordinate travel arrangements for the Foundation Board officers, including conference registrations, flights and lodging. Coordinate other registrations such as Annual Meeting or other State Bar or Bar Foundation events.
 - Maintain necessary accounting and financial documentation for Foundation Board and complete and maintain necessary documentation for expense reports, credit card processing, and reimbursements for members.
 - Maintain current contact information of Foundation Board members and officers.
2. Center for Legal Education Duties:
 - Respond to customer inquiries about CLE programs via phone and email.
 - Provide basic tech support to Center for Legal Education customers.
 - Support CLE programs both in person and virtually, including organizing speaker materials, room setup/food beverage ordering and setup, staffing registration, monitoring streaming platform, sending program evaluations, and other related tasks.
 - File CLE credits with MCLE.
 - Perform general administrative tasks, including various required paperwork such as refund requests and check requests.
 - Understand and operate various software such as Zoom Meeting/Webinar, Microsoft products, and registration/streaming platforms.
3. Development Program Duties:
 - Provide administrative support to Development Program Director in fundraising work, events, and donor activities.
 - Support recordkeeping for databases and financial matters for Development Program Director.

OTHER DUTIES

- Provide administrative support for the Director of Legal Services, when needed.

MINIMUM EDUCATION AND EXPERIENCE REQUIRED

Associate's degree in relevant field and 2 or more years relevant experience in a related field, demonstrating the skills and abilities to competently perform tasks comparable to essential functions of this position required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Excellent customer relations and communication skills, both verbal and written, for dealing with members of the public, attorneys and Board members.
- Clerical and organizational skills needed for program administration.
- Excellent attention to detail, comprehensive recordkeeping, and follow through.
- Administrative skills, including ability to organize workload and effectively manage several areas of responsibility.
- Excellent time management skills and the ability to meet deadlines with accuracy and attention to detail.
- High degree of personal and professional integrity and the ability to work with confidential information.
- Ability to cultivate professional relationships.
- Integrity and flexibility to adapt to the changing needs and priorities of the organization.
- Ability to work in a variety of capacities.
- Ability to determine priorities and advise supervisor when conflicts in priorities exist.
- Ability to maintain composure in stressful situations.
- Ability to work independently or as part of a team.
- High-level of proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint, Publisher, and SharePoint) and Adobe Products, and ability to quickly learn new technologies and adapt to changes in technologies.

CONDITIONS OF EMPLOYMENT

- Employees must be United States Citizens or eligible to work in the United States.
- Employment with the New Mexico State Bar Foundation is on an "at-will" basis.
- Employees are required to adhere to all Bar Foundation policies and procedures.
- Travel and some overnight stays may be required.
- The Bar Foundation provides reasonable accommodation to applicants with disabilities.
- This position qualifies for partial telecommuting within New Mexico. Partial Telecommuting may not be available at all times during the year.

BENEFITS

The Bar Foundation provides a generous benefits package to full-time employees including:

- Fourteen paid holidays
- Paid Time Off (PTO) in the amount of 20-32 days per year, depending on length of service.
- Benefits plans including:
 - Health, Dental & Vision insurance

- Group life insurance
- Flexible Spending Account
- Other Optional benefits
- Retirement Savings (401k)
- Wellness Benefit Program
- Employee Assistance Program

APPLICATION INFORMATION

Qualified applicants **must submit a cover letter and resume by email to hr@sbnm.org.**

Please use the following naming convention in your subject line: "Your Name" – Foundation Coordinator
Applications must be submitted in ONE PDF document.

Illegible, incomplete and/or incorrectly submitted applications may result in loss of consideration for the position. Zip files will not be accepted. Only qualified applicants will be considered for this position and are encouraged to apply. Only applicants selected for an interview will be contacted and must travel at their own expense. The State Bar of New Mexico reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the State Bar may select a candidate from the original qualified applicant pool.

By submitting an application, you are certifying that information set forth in your application is true and complete. Any falsified or misrepresented statements in any detail, at any time during the pre-hire process shall be considered sufficient cause for disqualification from further consideration for hire or for dismissal at any time, if employed.

This position is not eligible for relocation assistance.

THE STATE BAR OF NEW MEXICO IS AN EQUAL OPPORTUNITY EMPLOYER