

MANYMOTHERS

Strengthening Our Families, One Baby at a Time

Position title: Family Programs Manager

Location: Santa Fe, NM

Exempt/Non-exempt: Part-time, non-exempt employee, up to 27 hours per week

Background

Many Mothers' mission is to ensure that every baby in New Mexico has a healthy and happy start to life by offering compassionate home visiting, family-centered community, and basic needs support. Our organization originated 30+ years ago, serving mainly northern New Mexico, and we have grown to offer programming throughout the State of New Mexico.

Summary of Position

Many Mothers is seeking a highly skilled, value-aligned *Family Programs Manager (FPM)* to join our team. Working across all departments as a strategic thought partner, the FPM will work directly with perinatal families to provide programming and resource connection. This position will also spend a portion of their time on our expansion goals via outreach and partnerships.

Primary Roles, Responsibilities, and Expectations

- Forecast, produce, and manage maternal and family enrichment programs
- Act as the first point of contact for Many Mothers Family Center (*the Family Center*) operations, including building operations (mild manual labor activities), inventory management, and connecting patrons with the Center's offerings
- Manage Center space booking calendar
- Ability to work Saturdays, and at least one evening per week
- In-person position mostly, not remote
- Volunteer recruitment outreach activities
- Assist with Family Center advisory committee development

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Skills Required

- Program production proficiency
- Coordination of multiple programming objectives and opportunities
- Technological proficiency
- Effective time management and organizational skills
- Previous experience managing and administering programs, preferably for 0–3-year-olds, pregnant women, or perinatal families

Skills Preferred

- Ability to communicate effectively in Spanish. Candidates without at least conversational-level Spanish proficiency must demonstrate comfort using real-time translation tools.

Many Mothers is an equal opportunity employer that actively seeks a diverse work force. We consider applicants for all positions without regard to race, color, religion, sex, age, national origin, ancestry, disability, marital status, sexual orientation, gender expression, or any other legally protected status.

Compensation: Please send a cover letter and a resume to hiring@manymothers.org, along with an hourly salary requirement range included in the cover letter.