



Job Title: Program Assistant – Part Time

Reports To: Executive Director

FLSA Status: Exempt (20 hours per week)

Location: Remote position – **Must reside in Las Cruces, NM**

Starting Salary: \$27,000

How to apply: Email cover letter, resume, and three (3) references to careers@conalma.org.

Deadline to apply: November 21st, 2025

ORGANIZATION OVERVIEW

Con Alma Health Foundation was created in 2001 with an endowment of \$20 million through the sale of Blue Cross Blue Shield of New Mexico. The Foundation received an additional \$3.5 million endowment in 2002 from the sale of the Los Alamos Medical Center. This resulted in a collaboration between Con Alma and the Los Alamos Medical Center called the Northern New Mexico Health Grants Group. The Foundation's assets currently total approximately \$33 million.

Con Alma aims to be aware of and respond to the health rights and needs of the culturally and demographically diverse communities of New Mexico. As a private health foundation, Con Alma seeks to improve health status for all those living in New Mexico and advocates for health policies that address the health needs of all. Learn more about Con Alma's mission and core values [HERE](#).

POSITION SUMMARY

The Program Assistant provides programmatic, administrative, and operational support for the Foundation's grantmaking and other program initiatives. They collaborate with other staff to identify and manage multiple work assignments and deadlines. The ideal candidate will demonstrate strong attention to detail, solid organizational and critical thinking skills, be customer-service oriented, and enjoy supporting the overall Foundation's mission. They will engage with community stakeholders, grantees, and grant applicants primarily in **Lincoln, Otero, Socorro, Sierra, Doña Ana, Catron, Grant, Luna, Hidalgo, Chaves, Lea, or Eddy** Counties. Travel is required primarily within those counties, but statewide travel may be required. Minimal out of state travel.

SALARY AND BENEFITS

The Program Assistant is a salaried **part-time (20 hours per week)** exempt position with a starting salary of \$27,000. The Foundation offers a comprehensive benefits package, including medical and dental insurance, a retirement plan, and paid time off.

CORE RESPONSIBILITIES

1) Program Support and Project Management

- Partners with Executive Director and Program Officer to plan and coordinate pre-proposal funding workshops and other sessions or activities
- Collaborate with Program Officer and Information Manager for online grant portal user support
- Support data entry, data integrity, and data management in grants management system working in partnership with Information Manager

- Participate in continual process improvements by participating in an annual evaluation of grant making processes
- Review and evaluate grant applications to assess eligibility, impact potential, and alignment with funding priorities

2) Community Relationship Building

- Cultivate and maintain strong relationships with community organizations, leaders, and stakeholders across Southern New Mexico
- Facilitate ongoing dialogue to elevate community voices and perspectives in program design and grantmaking
- Help identify potential grantees, collaborators, and emerging initiatives that align with Con Alma's mission and values
- Represent the Foundation at relevant community meetings, conferences, and events in designated counties

3) Program Initiatives

- In collaboration with the Executive Director, plan and implement a statewide community voice initiative
- Partner with Executive Director to annually update, oversee and participate in the statewide Heroes of Health initiative including timeline, criteria, application, and evaluations

4) Strategy and planning

- Participate in strategic planning process and implementation to align the Foundations priorities with community needs and broader organizational goals
- Identify emerging trends, gaps, and opportunities in the sector to help shape future programmatic strategies

5) Other

- Assist with special projects and other duties as assigned

PREFERRED QUALIFICATIONS

- Associate's degree in health, policy, social work, or a related field preferred; equivalent professional or lived experience valued
- Minimum three years of experience in the nonprofit or philanthropic sector
- Minimum three years of experience and a high proficiency in Microsoft Suite-Word, Excel, Adobe, and Cloud-based systems

REQUIRED SKILLS AND COMPETENCIES

- Strong knowledge of public health principles and practices
- Proven experience collaborating with diverse communities
- Commitment to stakeholder engagement, empowerment, and advancing equity through philanthropy

- Excellent relationship-building and communication skills, both verbal and written to various audiences
- Self-motivated, able to work independently and collaboratively
- Flexible and adaptable, skilled at managing multiple priorities
- Highly organized with great attention to detail
- Adaptable to the evolving needs of the nonprofit sector

HOW TO APPLY

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Con Alma Health Foundation is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.