Position Description
Program Coordinator & Instructor

Resolve's mission is to grow the number of people in New Mexico who act to prevent violence in our communities.

Hours: Full Time, 40 hours per week
Salary: $23-25/hour
Benefits:

- Generous PTO, starting at 4 weeks a year and increasing with each year at Resolve
- Extra week off between Dec. 24th - Jan. 1st; additional summer time off
- 100% health insurance coverage
- 3% SIMPLE IRA retirement match after 1st year
- 3 months paid family leave after 90 days
- Professional development opportunities

Location: Hybrid work schedule - in-person and remote work based in Santa Fe, with occasional travel throughout Northern New Mexico and Albuquerque
Reports to: Executive Director, with collaborative teamwork across positions
Deadline: Open until filled

About Resolve:

Resolve teaches research-based, trauma-informed curricula to youth and adults, primarily through collaborations with schools and other organizations, as well as classes for the public. We work to prevent future acts of violence and support healthier communities through our comprehensive programs addressing:

• Anti-bias, anti-bullying, and bystander intervention strategies
• Healthy boundaries and healthy relationships
• How to defend oneself or others, verbally or physically, if necessary

Resolve currently has 4 full-time employees and 6 part-time self-defense instructors. Resolve actively seeks to build and maintain a diverse staff with regard to race, culture, ethnicity, class, religion, ability, age, gender, and sexual orientation. Resolve invests heavily in our staff and prioritizes self-care and wellness. We provide all training for new staff & continue learning through professional development opportunities such as conferences and trainings.

As an organization, we value:

- Being **Responsive** - Cultivating meaningful engagement by attuning to individuals & groups & applying best practices
- **Courage** - Creating the possibility for change by taking risks and engaging in vulnerability
- Being **Trauma-informed** - Centering consent and choice to create collaborative & empowering learning environments
- **Equity & inclusion** - Striving to build accessible spaces where participants feel able to engage fully, knowing that their individual experiences are valued & supported
- **Authenticity** - Creating trusting relationships with individuals & communities by connecting from a place of humility

Summary of Position:

The primary responsibilities of this full-time position include: coordinating interactive violence prevention classes, building and maintaining positive community partnerships with area schools and organizations. This position will be trained to teach a variety of different violence prevention curricula, including anti-bias/anti-bullying classes, sexual assault/domestic violence prevention, and experiential children's self-defense classes. **All training in these programs will be provided.**

We do not expect candidates to meet every qualification listed below. We encourage applicants with transferable skills, lived experience, and a strong alignment with our mission to apply.

Responsibilities:

Program Coordination

• Maintain Google calendar for organization: schedule programs with collaborating schools and agencies and Resolve staff
• Ensure staff have necessary materials and paperwork for programs
• Respond to concerned parents, teachers, and survivors with referrals or questions about Resolve content
• Work with the Executive Director to support ongoing training opportunities
• Respond to and follow up on requests for group programs, including identifying the best program options and making recommendations
• Create and maintain relationships with collaborators and stakeholders
• Work with other instructing staff to evaluate & update curricula

Program Instruction - *training for all programs will be provided*

• Facilitate conversations about sexual assault, domestic violence, bias, & bullying
• Act in roleplay scenarios to help participants learn self-advocacy & bystander intervention
• Coach students through using verbal and physical strategies in challenging scenarios
• Work as part of a team with other instructors & teach independently

Other Responsibilities as Assigned, including:

• In partnership with fundraising staff, prepare reports for grants and stakeholders
• Collect program data and provide information for funding requests
• Perform duties required of all staff to support smooth internal operations such as submitting timely monthly reports, reimbursement requests, and timesheets
• Update professional knowledge by participating in professional development and educational opportunities
• Attend outreach events and activities as a representative of Resolve

Qualifications:

• Strong planning and organizational skills, with the ability to track details, timelines, and moving parts
• Ability to work collaboratively and independently
• Commitment to community collaboration and relationship-building
• Curiosity and commitment to ongoing learning
• Strong personal commitment to empathy, boundaries, clear communication, compassion, and meeting people where they’re at in interpersonal relationships
• Willingness to engage in emotionally challenging topics
• Alignment with Resolve’s values and approach to violence prevention
• Basic computer proficiency, particularly Google and Microsoft products
• Reliable transportation and availability to work occasional evenings and weekends

Relevant Experience (Any Combination of the Following):
Experience may come from paid work, volunteer roles, lived experience, or community involvement.
• Planning or coordinating events, programs, or gatherings (e.g., weddings, family reunions, cultural events, school activities, community meetings)
• Teaching, facilitation, youth work, or community education
• Trauma-informed or survivor-centered work
• Advocacy, public health, counseling, or social justice work
• Performance, role-play, public speaking, or movement-based practices

Additional desired but not required qualifications:
• Bilingual (English/Spanish)
• Interest in Empowerment-based Self-Defense

People of color, LGBTQ individuals, and bilingual (English/Spanish) individuals, and people living in the many intersections of these experiences are encouraged to apply. Resolve is an Equal Opportunity Employer and is committed to an equitable workplace where everyone is treated as a respected and valued member of the team.

Specific Physical Demands and Access Information:
This position involves facilitating embodied, movement-based educational programming with youth and adults. Programs typically range from 1 to 5 hours. Programs are structured with a mix of instruction, discussion, demonstration, and interactive activities, and include opportunities for pacing, breaks, and role variation. While performing the essential functions of this role, the instructor may be required to:

• Stand, walk, sit, and transition between positions for extended periods during programs
• Use hands and arms to hold instructional equipment (including padded mitts), demonstrate movements, and engage in interactive activities
• Hold padded targets and absorb repeated, controlled strikes while maintaining safe positioning
• Reach, bend, stoop, kneel, balance, and climb stairs as needed in program environments
• Communicate clearly and effectively with participants in person, by phone, and via video or computer

This position includes a combination of in-office, on site (schools, nonprofit organizations, and community spaces), and remote work. The technology to fulfill these duties will be provided and maintained by Resolve. While we aim for accessibility, we cannot guarantee the accessibility of other program sites. For in-person meetings and during programs, all employees must agree to be scent-free.

More information on ESD instructor roles and the specific physical demands for these roles can be found on our website.

To Apply:
Interested candidates should upload a resume and the answers to the following questions at this link. Answers can be submitted in paragraph form or bullet point list.

1. What excites you about this position?
2. What skills, experience, and perspective would you bring to this role that we might not know by looking at your resume?