

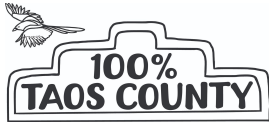
705 A Paseo del Pueblo Sur, Taos, NM 87571 | www.100nm.org/taos

100% Taos County Initiative Coordinator

Position Description

100% Taos County Initiative is a grassroots collective impact project with the goal of ensuring that our children, students, and families across Taos County are trauma-free, experience health equity, and positioned to succeed in family life, school, and the workplace. Initially established through the statewide 100% New Mexico framework to reduce Adverse Childhood Experiences (ACEs) by ensuring people have access to the services they need to survive and thrive, the Initiative is evolving to impact positive social determinants of health with a system of coordinated, cross-sector collaboration focused on the needs and histories of the Taos County region.

Title	100% Taos County Initiative Coordinator
Reports to	100% Taos County Advisory Council
Position Purpose	The Coordinator will provide support and coordinate the key responsibilities of the 100% Taos County Initiative
Key Responsibilities	Administrative Support and Coordination • Coordinate meetings of the 100%, Advisory Council and other 100% community meetings, facilitate, take notes, email notes and reminders. Manage the member list and communications. • Assist in advancing local planning efforts and shared decision-making to support the development of the 100% Taos County Initiative along with the Advisory Council and 100% TCI members. • Assist in developing Strategic Plan and guidelines to measure success. • Assist Action Teams in planning efforts and decision-making with support on alignment with 100% TCI goals and strategies, and collaboration between local stakeholders to advance activities they identify • Oversee 100% TCI programs including an online and printed Resource Directory, and action team focused mural projects • Collaborate with Taos County Health Council on community health initiatives. • Act as community liaison for 100% Taos County Initiative network activities. • Manage the website and social media accounts of the project. Coordinate public education and outreach regarding the initiative. • Support outreach efforts with local government, policymakers, local businesses, non-profit organizations, social service agencies regarding 100% Taos County initiatives.



	Fiscal & Reporting Manager • In collaboration with the 100% Advisory Council, develop systems to manage budget, planning and funding requests in order to advance the goals of the Initiative. • Maintain all budget and Grant records. Complete required reports to funding agencies.
Preferred Knowledge and Skills	• Knowledge of ACEs and personal and societal impacts • Knowledge of social infrastructure systems in Taos County • Knowledge and demonstrated experience of the communities, cultures, and history of the Taos County region • Knowledge of Taos County region service systems and barriers that impact community members' access to basic needs and services • Proven collaborative and shared leadership skills that emphasize diversity, equity, and inclusion • Highly motivated to impact community issues and social justice • Proven management, organizational and data-driven coordination skills • Strong strategic planning and systems analysis skills • Knowledge and/or willingness to learn about root-causes of social and economic disparities • Relationship-building skills • Strong written and oral communication skills • Comfort working independently • Able to meet deadlines • Familiarity with Spanish and/or Tiwa languages is a plus
Preferred Qualifications	• Experience working in community development, social services, community health, education, business, policy-making, with community-based programs or related fields • Experience of working with youth and families • Bachelor's Degree in Public Health, Administration, Human Resources, or other related degree; or 4+ years professional experience in these fields.
Compensation	The 100% TCI Coordinator is anticipated to be a 60% part-time position (24 hours per week) for the period of September 2026 through June 2027, with some flexibility in finalizing the term. This is a contract position and does not include employee benefits – the Coordinator will be responsible for paying all taxes. The expected range for compensation for this part-time role is \$4,000-\$5,000 per month, or approximately \$40,000-\$50,000 for the ten-month September-to-June period (\$38.75 - \$48.45/hr for 43 weeks), depending on the exact terms of the contract.
Additional Information	Submit letter of interest, resume and three work references to: 100taoscounty@gmail.com