



Job Title: Program Manager – Unified Champion Schools

Location: New Mexico – Remote option available for a Las Cruces-based employee; Albuquerque-area employees will be office-based

Supervisor: Director of Unified Champion Schools

Reports To: Chief Program Officer

Purpose:

Special Olympics New Mexico Unified Champion Schools (UCS) Program Manager is responsible for leading, growing, and supporting Special Olympics New Mexico's Unified Champion Schools initiative across the southern and eastern region of the state. This position focuses on building inclusive school communities through Unified Sports, inclusive youth leadership, and whole-school engagement. The UCS Program Manager oversees school recruitment, retention, education, and reporting; manages communication and digital engagement; and supports district-wide recreational and competitive events that promote inclusion through sport.

Minimum Requirements:

- Bachelor's degree in education, recreation, sports management, communications, or related field (or equivalent experience).
- Experience working in education, youth programming, or nonprofit program management preferred.
- Strong organizational, communication, and relationship-building skills.
- Ability to manage multiple projects and deadlines across a wide geographic area.
- Proficiency with technology, including data management tools, Smartsheets, Microsoft Office, and digital communication platforms.
- Willingness to travel throughout southern New Mexico; must have a valid driver's license and reliable transportation
- Ability to lift 50 pounds

Attitudes and Attributes:

- Personal and organization integrity
- Relationship building – especially with other sports organization, facility operators and sport officials associations
- Team Player
- Strong work ethic, passion for sport and dedication to people with intellectual disabilities and their families

Duties & Responsibilities

Program Development & Management

- Manage and support all Unified Champion Schools (UCS) in the southern and western parts of New Mexico, ensuring consistent implementation of SONM and Special Olympics Unified Champion Schools standards.
- Coordinate and track school participation, reporting, and progress for each school within the region.
- Recruit new schools and programs into UCS, focusing on sustainable growth and engagement within each school district.
- Develop and maintain relationships with educators, administrators, and district officials to foster long-term program success.
- Support the creation, coordination, and growth of UCS cohorts within the southeastern region.
- Plan and execute district-wide UCS recreational and competitive events in partnership with schools and local stakeholders.

Education & Training

- Manage UCS Coaches Education programs for the southern region, including onboarding, certification, and ongoing development.
- Provide training and support to teachers, coaches, and student leaders to ensure quality programming and alignment with UCS goals.
- Assist with Unified Youth Leadership development opportunities within schools.

Communications & Reporting

- Collect, manage, and report data from each UCS program for internal and national reporting requirements.
- Manage the UCS Newsletter, including gathering regional updates, creating content, and distributing to schools and partners.
- Oversee UCS online technology platforms and tools, ensuring data accuracy, accessibility, and effective use of digital resources.

Collaboration & Outreach

- Work collaboratively with SONM staff to align UCS programming with statewide inclusion and competition goals.
- Support community engagement, media opportunities, and local partnerships that elevate the visibility and impact of UCS in southeastern New Mexico.
- Attend statewide meetings, trainings, and SONM events as needed

Additional Skills

- Proficient in Word, Excel, Power Point, and Adobe Acrobat
- Willingness to become proficient in GMS
- Ability to work in a team environment
- Must be flexible and willing to delegate when necessary
- Ability to work independently, set goals and maintain deadlines

Other Duties

Perform other duties as assigned.

Benefits: 401B, Health Benefits, Vision Benefits, Dental Benefits, PTO

Salary: 48,000 to 50,000, Exempt

How to Apply: Submit cover letter, resume, and three professional references to Director of Unified Champion Schools, at samantha@sonm.org.

SONM is an Equal Opportunity Employer