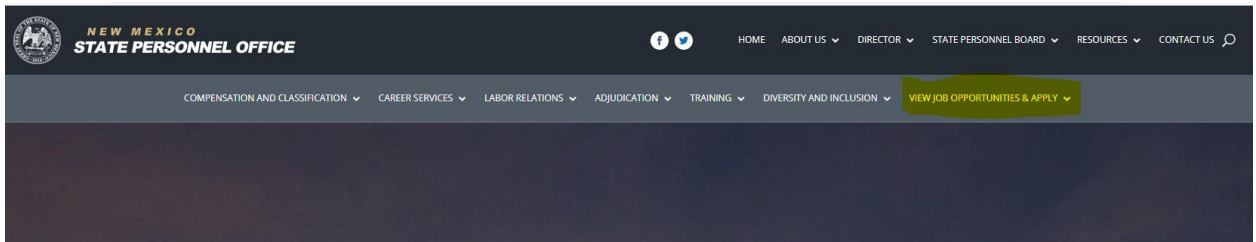


# Accessing Jobs on the State Personnel Office (SPO) Website

1. Navigate to the website: [NM SPO | A trusted partner expertly leading the way in human resources practices and services that enhance the employee experience. \(state.nm.us\)](https://state.nm.us)
2. Select "View Job Opportunities and Apply" at the top right of the page



3. Navigate to the menu on the left side of the page and select agency, Public Education Department (if you don't see PED click on more to see all agencies)



- On this page you will see all open positions, select the position you are interested in learning more about:

Job Title	Job ID	Location	Agency	Posted Date	Close Date
<b>Managing Editor (PED# 71542)</b>	119753	Santa Fe	Public Education Department	10/18/2021	Open Until Filled
Public Relations Coordinator (PED# 10105046)	119755	Santa Fe	Public Education Department	10/19/2021	Open Until Filled
Advanced Placement Coordinator (PED# 40758)	119732	Santa Fe	Public Education Department	10/15/2021	Open Until Filled
Alternative and Dispute Resolution Coordinator (PED# 21418)	119726	Santa Fe	Public Education Department	10/15/2021	Open Until Filled
Assessment Project and Data Manager (PED# 21622)	119728	Santa Fe	Public Education Department	10/15/2021	Open Until Filled
Assistant General Counsel (PED #21382)	119738	Santa Fe	Public Education Department	10/15/2021	Open Until Filled
Fund Analyst (PED #21485)	119727	Santa Fe	Public Education Department	10/15/2021	Open Until Filled
IT Database Administrator II (PED# 21498)	119725	Santa Fe	Public Education Department	10/15/2021	Open Until Filled
Options for Parents and Families Coordinator (PED# 10110472)	119700	Santa Fe	Public Education Department	10/15/2021	Open Until Filled
Policy Analyst (PED# 71541+)	119730	Santa Fe	Public Education Department	10/15/2021	Open Until Filled
PreK Program Specialist (PED# 73316)	119734	Santa Fe	Public Education Department	10/15/2021	Open Until Filled
School Improvement Specialist Education Administrator - Advanced (PED# 21560)	119729	Santa Fe	Public Education Department	10/15/2021	Open Until Filled
Deputy Director of School Budget Bureau (PED #21540)	119696	Santa Fe	Public Education Department	10/14/2021	Open Until Filled
Executive Assistant (PED# 10106478)	119694	Santa Fe	Public Education Department	10/14/2021	Open Until Filled
Assistant Director of Educator Quality (PED# 10107960)	119683	Santa Fe	Public Education Department	10/13/2021	Open Until Filled
Authorizing Administrator (PED# 21447)	119640	Santa Fe	Public Education Department	10/12/2021	Open Until Filled
Application Developer III (PED# 10109372)	119616	Santa Fe	Public Education Department	10/05/2021	Open Until Filled
Literacy Coach (PED #1913881+)	119615	Santa Fe	Public Education Department	10/05/2021	Open Until Filled
Structured Literacy Project Manager (PED# 10113880)	119614	Santa Fe	Public Education Department	10/06/2021	Open Until Filled
Education Administrator (PED # 10112158)	119593	Santa Fe	Public Education Department	10/07/2021	Open Until Filled

- Here you will see more about the position and find the link to apply

**Managing Editor (PED# 71542)** [Apply for Job](#)

Job ID: 119753 | Location: Santa Fe | Agency: Public Education Department

Full/Part Time: Full-Time | Regular/Temporary: Regular - PERM for State | Job Posting Type: Continuous Job Opening

**Salary:** \$23.18 - \$40.34 Hourly | \$48,223 - \$83,888 Annually

**Purpose of Position:** THIS POSTING WILL BE USED TO CONDUCT ONGOING RECRUITMENT AND WILL REMAIN OPEN UNTIL PORTION HAS BEEN FILLED.

**Why does the job exist?**  
Collaborate with communications and strategic outreach teams to develop and implement workflow of all IMPED communications collaterals, including but not limited to electronic newsletters, publications, and website, and help maintain editorial quality of all communications materials that flow throughout the IMPED. This key position on the content team helps to strengthen the accuracy, grammar, and clarity of materials and to coach processes within the agency, reflecting the mission, vision, and goals via its various channels that reach a variety of constituents. It also assists constituent services team with high-quality, timely, and consistent responses to constituent inquiries and provides regular reporting as needed. The position provides oversight on the quality of its communications materials and branding and helps accomplish the communications team's overall goal of promoting transparency and conveying a positive image for the agency, which establishes the IMPED as a primary source of information about education in New Mexico.

**How does it get done?**  

- Creating processes and monitoring workflow of agency communications, including electronic newsletters, web updates, print and digital publications, and other materials
- Providing copy editing on high-level agency communications materials, reports, and other collateral as needed
- Building branding relationships across the agency
- Assisting constituent services team by responding to inquiries and providing regular reporting
- Working with media/constituent services data requests
- Updating and editing agency website as needed
- Other duties as needed

**Who are the customers?**  
Constituents and stakeholders, including families and children attending public schools, the public at large, educators, school leaders and administrators, school staff, state employees, PED staff, education advocacy groups, and others who access public education services and resources via the state.

**Ideal Candidate:**  

- The ideal candidate shall have:
  - Ability to manage and prioritize multiple projects across various teams with a range of requirements and deadlines
  - Highly experienced with an ability to develop monitoring and tracking systems and editorial calendars for various projects
  - Strong copy editing and editing skills, with a keen attention to detail
  - Strong interpersonal skills with both internal staff and external stakeholders, with an ability to coordinate among remote teams
  - Ability to research and convey accurate information to constituents in a concise, professional, and friendly manner, often under pressure.

**Minimum Qualification:**  
Bachelor's degree in Education, Public Administration or Business Administration and five (5) years of experience as a teacher and/or program administrator. Substitutions apply. See Substitution Table below.

- Once you decide to apply you will log in or create an account after which you will be at the online application portal.

**Sign In**

\*User Name

\*Password

[Forgot User Name](#) | [Forgot Password](#)

Are you a new user? [Register Now](#)