



Ciudad Soil & Water Conservation District
100 Sun Avenue NE, Suite 160
Albuquerque, NM 87109
(505) 510-3478

Employment Announcement: Urban Waters Program Coordinator

Job Type: Full-time, 40 hours per week

Compensation: \$22.00/hour to \$26.00/hour, compensation is negotiable depending on education and experience

Benefits: Ciudad SWCD offers a competitive employee benefits package including reimbursement up to 50% of family health plan, PERA pension with generous employer contribution, 11 paid holidays, 40 hours of PTO per quarter, and more.

Ciudad SWCD Overview

Ciudad SWCD is a special district, also known as a political subdivision, of the State of New Mexico, organized under the Soil and Water Conservation District Act (73-20-25 et. seq. NMSA 2019). Ciudad SWCD promotes and is committed to the conservation, improvement, and responsible use of the natural resources on the rural and urban lands within its boundaries. Ciudad SWCD is largely funded by soft money, grants, and cooperative agreements. The District values collaborations with partners and aims to serve constituents and the environment with the highest quality of public service and education of best practices. Ciudad SWCD frequently works across jurisdictional boundaries, including on private lands, providing financial and technical assistance to land managers and owners. The District is pleased to have a committed Board of Supervisors and a passionate team of staff members who are devoted to making a difference within our watershed.

Position Overview

The Urban Waters Program Coordinator will be responsible for facilitating the Middle Rio Grande Urban Waters Partnership (MRG UW Partnership) encompassing a broad range of issues in watershed health, healthy soils, local agriculture, habitat restoration, and conservation of water resources. Working closely with the District Manager and other Program Managers, the Urban Waters Program Coordinator will integrate existing District projects with the expertise and project ideas MRG UW partners bring to Ciudad. The Urban Waters Program Coordinator will develop, build, and maintain strong reciprocal partnerships with local, state, and federal governments; non-profits; tribes; community groups and landowners to ensure ongoing education and collaboration to support community-based conservation of natural resources within the District and the Partnership. The Urban Waters Program Coordinator will work with the MRG UW Partnership and Ciudad SWCD Staff to implement a variety of community-based projects to support MRG UW Partnership themes within the context of Ciudad SWCD goals and

objectives. This position will require working both with a team and individually in a variety of physical environments including office and field locations at facilities managed both by Ciudad SWCD and by partner organizations.

To apply for this position, please visit Ciudad SWCD's website at <https://www.ciudadswcd.org/urban-waters-coordinator>. Individuals should complete the application and upload the requested documents. This posting is open until filled. Ciudad SWCD reserves the right to make a hiring decision at any time. Applicants will be evaluated on a rolling basis with the first round of application reviews taking place Monday, August 19th, 2024. Please contact Steve Glass, Board Chair at jstvglass@gmail.com for additional information.

Duties and Responsibilities:

- Facilitates the successful completion of on-the-ground projects in collaboration with partners across the District, focusing on the restoration and conservation of the Rio Grande and its watershed including local agricultural initiatives, and education programs.
- Supports the management of existing grant funded projects, taking on specific tasks that advance project goals, participating in budget oversight, and contributing to required reporting and assisting with grant applications.
- Builds and maintains partnerships with community-based nonprofits, community groups, as well as federal, state, Tribal, and local government agencies to ensure a strong foundation for the MRG UW Partnership.
- Solicits input from the community regarding concerns, needs, and project ideas that align with the goals of the District and the MRG UW Partnership, then develops grant applications independently or with partners to fund community driven project ideas.
- Works with project partners to ensure adequate resources and effective collaboration for project implementation.
- Integrates the MRG UW Partnership process and projects into other local initiatives and projects to enhance capacity and resilience throughout the District.
- Integrates environmental and economic justice into existing projects where feasible and guides community-driven development of new projects in traditionally underserved communities. Ensures all partners and community-based organizations have a voice.
- Connects federal tools and resources with the specific needs of District constituencies to support the MRG UW Partnership program by sharing federal grant opportunities, applying for federal grants, and more.
- Serves as point of contact between the MRG UW Partnership and the national Urban Waters network, attending monthly calls and providing updates on MRG UW Partnership activities. Communicates and collaborates with other Urban Waters Ambassadors around the nation to share experiences and knowledge.
- Strategizes with MRG UW Partnership Steering Committee to implement actions that improve the meaningful engagement with the community in the MRG UW Partnership, including, but not limited to assembling surveys and reviewing MRG Urban Waters Partnership Work Plan.
- Facilitates community collaborations, sets MRG UW Partnership meetings, develops content for newsletters or list serves, share information, discusses new project opportunities, and identifies presenters for MRG UW Partnership quarterly meetings, and other necessary tasks that support the effective communication and collaboration among engaged stakeholders.

- Maintains MRG UW Partnership files, including project documentation, meeting notes, and other key documents to track progress and ensure accountability. Completes required reporting documentation for funding.
- Develops and improves materials and resources for the MRG UW Partnership, including newsletters, project updates, and outreach materials.
- Manages general communications through the MRG UW Partnership website and other forms of communication (regular and as needed) to keep stakeholders informed about the MRG UW Partnership activities and project ideas.

Minimum Qualifications

- Bachelor's degree in Natural Resources, Community Planning or other relevant field and 1-year professional experience.
- Strong writing, communication, organizational skills, and professional attitude.
- Comfortable working with and leading groups - including public speaking, facilitating meetings and events, and coordinating volunteers and other team members.
- Able to communicate and work well with diverse communities. Background working with diverse cultures and peoples in NM, including engaging with sovereign and indigenous Nations and with land-based or agricultural communities.
- Computer skills such as e-mailing, research, word processing, spreadsheets, and creating flyers.
- Must be able to effectively work collaboratively and independently.
- Local residents from New Mexico are encouraged to apply.

Preferred Qualifications Beyond Minimum Requirements

- Bilingual in English and Spanish
- Advanced degree (Master of Science) in Natural Resources, Community Planning or other relevant field
- Experience in environmental justice, social justice, or community organizing/engagement work.
- Understanding of Environmental Justice (EJ) Principles, the Jemez Principles, and the Valle de Oro Environmental and Economic Justice Strategic Plan (EEJSP).
- Familiarity and experience with the environmental justice movement in New Mexico and/or environmental justice movements in the communities you live, work, play, pray, and learn in.