



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

Employment Announcement: Forest Health Coordinator

Job Type: Temporary Employee, 15 to 20 hours per week (10 month position)

Compensation: \$22.00/hour to \$24.00/hour, compensation is negotiable depending on education and experience

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 1978). 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 collaborating 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. 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

This position is a great fit for someone pursuing a career and education in Forest Ecology or Wildland Fire Science. The Ciudad Forest Health Coordinator will support the effective delivery of Ciudad's East Mountain Forest Health program and other hazardous fuel reduction programs; and support partners with the development and maintenance of a healthy urban and/or riparian forest. Working closely with the Forest Health Manager and other Ciudad staff, the Forest Health Coordinator will assist in the implementation of forest health and fuels reduction projects as well as forest health education and outreach objectives of existing and new Ciudad SWCD programs. The Forest Health Coordinator will develop and maintain strong reciprocal partnerships with local, state and federal governments; non-profits; tribes; and private landowners to ensure the conservation of natural resources within the District.

To apply for this position, please visit Ciudad SWCD's website at <https://www.ciudadswcd.org/forest-health-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 Ricky Reedy, Forest Health Manager at ricky@ciudadswcd.org for additional information.

Duties and Responsibilities:

- Serves as a point of contact for partners working with the District on hazardous fuel reduction projects by coordinating with private and public landowners, contracted forest health assessors, thinning contractors, New Mexico State Forestry, and other parties to ensure that a variety of small and large scale projects move forward efficiently and are timely completed in accordance with prescriptions.
- Assists the Forest Health Manager in the supervision of Ciudad SWCD Forest Health Program contractors and ensures that contractors meet Ciudad SWCD expectations ..
- Support the Forest Health Manager and other district staff with tasks related to the expansion of Ciudad's role as a major conservation leader within District boundaries, namely the greater Albuquerque Area, through the buildout of the Forest Health program
- Receive updates and reports of program budgets from the Forest Health Manager and other district staff to stay informed of tasks related to program deliverables. Adheres to Best Practices for and other budget management standards set by the Forest Health Manager, Finance Manager, District Manager and Board.
- Develops practice plans, project implementation plans, monitoring plans, and guides implementation of on the ground conservation efforts utilizing BMPs set forth in Watershed Based Plans, Resource Management Plans, etc.
- Supports agency partners and local residents in the development and maintenance of a healthy urban forest, including public education on best practices and support of public engagement or conservation installation projects. For the Ciudad District this includes both the East Mountain and Bosque forests.
- Coordinates multiple projects with several variables, ensuring compliance with deliverables and timelines for each project.
- Resolves routine problems independently, consulting frequently with the Forest Health Manager.
- Works and communicates effectively with diverse groups of people, including government officials, advisory and other boards of directors, partner organizations, the public, tribal organizations, and all other Ciudad staff. Engages community support for local conservation efforts and negotiates complex and innovative solutions with state, tribal and local governments. .
- Works collaboratively with other District staff to ensure information flow, coordination and synergy between the District's core programs.
- Inspires others to act in furtherance of the District's conservation goals, achieving results by building capacity through collaboration and partnerships.
- Maintains positive relationships using open communication between the District and its residents, and with representatives from other SWCDs, NRCS, NMACD, SWCC, NM State Forestry, the USDA Forest Service, County and City Open Space, Fire, Planning and Zoning Departments, NM State Land Office, and other individual and agency cooperators.

- Assists in maintaining District vehicles, the mobile Rolling River watershed trailer and other durable equipment.
- Responds to all emails, phone calls, and other correspondence in a timely manner. Maintain correspondence with project partners, develop and monitor program email lists.
- May work in variable weather conditions, remote locations, or on difficult and hazardous terrain and under physically demanding circumstances. May require some travel within New Mexico, or neighboring states, and on evening and weekend hours.
- Keeps an open line of communication with the District Manager, Board of Supervisors, Ciudad SWCD staff and contractors.
- Positively represents the Ciudad SWCD at all times.

Minimum Qualifications:

- AA/AS degree in forestry, biology, ecology, environmental science/studies or related field, or 2 years of related work experience.
- Demonstrated experience developing and implementing forestry projects
- Experience in partnership development with nonprofits, community groups, and/or government agencies.
- Experience working with and communicating with a wide range of people and organizations.
- Experience with implementing data collection, analysis and reporting, ideally related to forestry.
- Strong writing, communication, organizational skills, and professional attitude.
- Able to communicate and work well with diverse communities. Background working with diverse cultures and peoples in NM.
- Computer skills such as e-mailing, research, word processing, spreadsheets, and creating flyers.
- Must be able to effectively work collaboratively and independently.

Desired Qualifications:

- MS degree in related field and 1 years of experience in natural resource conservation.
- Multit-lingual, multi-cultural or cross-cultural experience is a plus.
- Experience managing complex or multiple projects, including managing project budgets and coordinating work with partners, contractors, or other professionals. Experience working with and communicating with a wide range of people and organizations.