



## **Acequia Education Coordinator**

### **Job Description**

Revised September 2019

### **Position Summary:**

The New Mexico Acequia Association's Acequia Education Coordinator is a full-time position that is responsible for providing consultations for acequias as well as stakeholder and youth education. The position is focused primarily on responding to requests for assistance from acequias in matters relating to acequia governance. The Acequia Education Coordinator will assist acequias through one-on-one sessions by phone, email, or in-person meetings.

Primary topics for acequia consultations include acequia bylaws, Open Meetings Act compliance, acequia easements, elections, and infrastructure planning, financial compliance, among others. The Coordinator will work as part of the Acequia Governance Team. In addition to these duties, the Coordinator will also work on selected special projects relating to regional acequia associations, water right adjudication, and membership.

### **Duties and Responsibilities:**

#### **Program Activities:**

- Participate in meetings and activities of the Acequia Governance Team including assisting with meeting notes and follow up on action items.
- Assists acequias in establishing by-laws or amending by-laws to ensure governance standards necessary to best protect water rights.
- Assists acequias with financial management and reporting to ensure compliance with the New Mexico Audit Act and Tiered Financial Reporting as well as budget reporting as required by statute.
- Assists acequias with ICIP's and Capital Outlay requests forms to ensure proper formatting and procedures are followed in requesting State funding. Tracks requests through legislative funding processes.
- Maintenance of NMAA governance records and files, including acequia by-laws, amended by-laws, Infrastructure Capital Improvement Plans, Capital Outlay requests, documentation from governance workshops (agendas, hand-outs, sign-in sheets) and other pertinent records.
- Prepares reports for DFA and provide necessary documents.
- Assists with appropriate tracking of casework with acequias, stakeholders, and youth.
- Provides outreach and support to NMAA constituents, community partners, elected/appointed government officials, and the general public via phone calls, face to face meetings, emails, and personalized mailings.
- Provides referrals to community partners, government agencies, and others as appropriate.

**Administrative Duties:**

- Participate regular staff meetings.
- Participate in NMAA Staff in cross-team activities.
- Other duties as directed.

**Qualifications:**

- Bachelor's Degree from accredited college or university in a relevant field or the equivalent of experience.
- Experience and knowledge of NM acequia communities, their culture, and issues related to water rights.
- Knowledge and willingness to receive training regarding laws, rules, and regulations governing NM acequias.
- Conflict resolution skills and the ability to interact effectively with people from a variety of backgrounds.
- Bi-lingual speaker (English/Spanish) highly desired.
- Ability to both work independently and as part of a team.
- Ability to work flexible hours and weekends during peak activities.
- Good computer skills and experience with using databases; working knowledge of Windows operating systems, Microsoft Office applications, and Google Mail.

**Additional Information:**

This position requires frequent in-state travel to acequia communities, sitting at a computer for 4 to 6 hours per day, bending and lifting materials up to 35lbs, and frequent, daily use of stairs to access upstairs staff offices (current facilities do not have access to an elevator.) NMAA is an equal opportunity employer that values a diverse, respectful, and collaborative work environment. The primary office for this position will be the NMAA main office which will be located in Santa Fe until December 2019 and then will be relocated to Los Luceros.