



ACEQUIA PROGRAM ASSISTANT

Job Description

Revised September 2019

Position Summary:

The Acequia Program Assistant is a full-time position. The primary responsibilities of the position are to assist the Acequia Governance Team in providing acequias with services relating to water rights, infrastructure, mapping, and governance as well as to provide education to youth and stakeholders about acequias. This includes assistance with case management and report generation. The Program Assistant will work as part of NMAA's Acequia Governance Team which meets regularly.

Duties and Responsibilities:

- Respond to requests for acequia consultations on water rights, governance, infrastructure, and mapping as well as to requests for youth or stakeholder education.
- Work as part of a team to respond to requests for assistance and collaborate on solutions to challenges facing acequias.
- Conduct field work with acequias and parciantes as needed, attend and give presentations for workshops and meetings as needed.
- Carefully log all work with acequias using NMAA case management system and databases.
- Other duties as delegated by the NMAA.

Qualifications:

- High school diploma, Bachelor's degree from accredited college or university, or relevant experience.
- Experience and knowledge of NM acequia communities, 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.
- Bilingual 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 maintaining 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 multiple hours, 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.