



JOB DESCRIPTION (Updated 11/18/20)

Acequia Outreach Coordinator

The New Mexico Acequia Association (NMAA) is seeking an Acequia Outreach Coordinator to conduct education and outreach to acequia parciantes, acequia elected officials, farmers, and ranchers and provide support on issues relating to water rights, agricultural improvements, infrastructure, and acequia governance. The Acequia Outreach Coordinator works with the NMAA team to plan and coordinate outreach strategies and to implement specific tasks including one-on-one meetings, trainings and workshops, and development of educational materials. This position reports directly to the Program Director and supports a broad range of activities related to acequia governance and farmer/rancher outreach.

The Acequia Outreach Coordinator will work as part of the Acequia Governance Project, which provides technical assistance to acequias on a variety of governance issues including water rights, water management, infrastructure, financial compliance and easements. Secondly, this position will also be part of the Acequia Farmer and Rancher Education Project, the purpose of which is to provide education, training, and workshops for farmers and ranchers and to support their participation in USDA programs. Typical duties include working one-on-one with acequia parciantes as well as existing or beginning farmers and ranchers in providing assistance and support.

Duties and Responsibilities:

- Provides technical assistance to acequias, parciantes, and individual landowners in applying for USDA land and water conservation programs.
- Provides technical assistance to acequia elected officials on acequia bylaws, easements, and water management as well as strategies to protect acequia-based water rights.
- Participates in team meetings and team coordination and design of workshops.
- Coordinates workshops for farmers and ranchers including agenda preparation, outreach, and logistics in addition to materials development.
- Writes material for educational brochures, newsletters, articles, and other publications for both acequia governance and farmer-rancher outreach.
- Assists with documentation and tracking of activities and measurable objectives including use of the NMAA database to manage casework and to write reports for agencies and funders.
- Assists with documentation and record keeping on the services provided to acequias, individual parciantes, farmers, and ranchers and with preparation of reports for agencies and funders.
- Attending staff meetings and team meetings and assisting with other duties as needed.

Qualifications:

- College degree in relevant field or the equivalent of experience.
- Experience and knowledge of NM acequia communities, their culture, and issues related to water and agriculture.

- 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.
- English-Spanish bilingual ability is strongly desirable.
- 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 Word, Excel, Google Mail, and various databases.

Additional Information

- Requires in-state travel to acequia communities. Due to COVID-19, some travel or meetings will be suspended until it is deemed safe to resume such activities.
- Requires sitting at a computer for 4 to 8 hours per day. Due to COVID-19, significant work will be done from home.
- When office work resumes, the position may require bending and lifting materials up to 35lbs and frequent, daily use of stairs to access upstairs staff offices.

Compensation

- Starting salary is commensurate with experience, with a range of \$38,000-\$42,000.
- Includes benefit package that includes health insurance, retirement plan, vacation days, and other benefits.

Application Process

- Please send a cover letter and resume detailing qualifications for this position along with three professional references to paula@lasacequias.org.
- Interviews will be conducted with qualified candidates until the position is filled. Candidates selected for interview may be required to submit a writing sample.
- Ideal candidate will be able to start by December of 2020.

*NMAA is an equal opportunity employer that values a diverse, respectful,
and collaborative work environment.*