



JOB DESCRIPTION (Updated 11/18/2020)

Acequia Policy Coordinator

The New Mexico Acequia Association (NMAA) is seeking a Policy Coordinator to assist with advocacy efforts at the local, state, and federal level. The NMAA is a statewide, membership-based association of acequias and community ditches in New Mexico. The Policy Coordinator helps develop and implement NMAA's policy advocacy strategies. This position reports directly to the Executive Director (ED) and supports a broad range of activities including analysis, development of policy recommendations, and policy advocacy.

The ideal candidate will have excellent communication skills, a minimum of two years professional experience in public policy/advocacy fields, willingness to take on complex tasks, and the ability to work collaboratively with a diverse group of stakeholders.

Description of Duties

- Assist Executive Director with development and execution of advocacy strategies
- Provide research, analysis, and draft responses to a range of policy issues impacting NMAA members
- Track, monitor, and analyze local, state, and federal legislation
- Develop briefing materials and reports (oral and written) including legislative reports, one-page handouts, and talking points
- Draft comments, white papers, and other documents in response to key issues
- Attend hearings, workgroups, and other meetings as needed
- Participate on workgroups/taskforces as needed
- Collaborate with ED on grassroots advocacy efforts and stakeholder outreach
- Coordinate member testimony, legislative visits, and workgroup meetings
- Plan and participate in NMAA events as needed to enhance member education on key issues and NMAA advocacy efforts

Qualifications Required:

- Excellent communication skills (written, verbal, and electronic)
- Experience researching, analyzing, and debriefing complex issues
- Two years minimum experience with the local, state, and federal legislative process
- Ability to complete projects efficiently and independently with minimal supervision
- College degree in related field or equivalent job experience

- Ability to work long hours during legislative sessions and occasional overnight travel as needed
- Valid Driver's License and proof of current automobile insurance
- Experience and knowledge of NM acequia communities, their culture, and issues related to water and agriculture.
- Good computer skills and experience with Word, Excel, Google Mail, and various databases.
- (Preferred) Experience lobbying at state or federal level
- (Preferred) Existing relationships with New Mexico legislators and key stakeholders
- (Preferred) Experience working with nonprofit organizations or associations

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-\$44,000.
- 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 January 2021.

*NMAA is an equal opportunity employer that values a diversity, equity, and inclusion.
We cultivate a respectful and collaborative work environment.*