



## **JOB DESCRIPTION**

### **Organizing and Communications Coordinator**

Full Time, Non-Exempt

Reports to Executive Director

The NMAA is a statewide, membership-based association of acequias and community ditches in New Mexico. We work to protect water and revitalize agriculture through community education and advocacy. The NMAA seeks an Organizing and Communications Coordinator to conduct outreach, base building, training, education, and leadership development with the statewide acequia community. The Organizing and Communications Coordinator will work under the direct supervision of the Executive Director.

This person will be responsible for development and implementation of the Acequia Organizing Project, which includes support for regional projects that include local campaigns to protect water from commodification and contamination. The organizer will also work closely with the Executive Director to participate in coalitions and networks working on the common goals of protecting water, strengthening local agriculture, and supporting climate resiliency.

This position will also be responsible for coordinating overall communications with members, the media, and the general public. This includes developing and implementing a communications plan, which includes development of messaging, social media, newsletters, and earned media. The position will also be involved with the NMAA Policy Team to coordinate communications related to policy advocacy such as preparing presentations, coordinating with allies on key policy objectives, and generating timely press releases and statements to the media.

Experience in a non-profit, community-based work setting is required. The ideal candidate for this position must be friendly, outgoing, and a willing to take on complex tasks. The position requires excellent communication and writing skills, experience relevant to the position, and the ability to work collaboratively with a diverse team and community. The position requires periods of rigorous activity and irregular work hours during key issue campaigns and the state legislative session.

#### **Additional Duties:**

- Work with Executive Director to attend meetings of acequias and regional acequia associations to facilitate communication between NMAA and local communities.
- Participate in networks and coalitions on behalf of the NMAA and work to facilitate coalition building on key policy priorities of the NMAA.
- Work with the NMAA team on development and implementation of a CRM database that will be used to manage memberships, activities, and campaigns.
- Attend meetings of staff, board, and committees and assist with notetaking as needed.

- Assist with writing tasks including drafting correspondence, proofreading documents, etc.
- Other tasks as needed.

#### Qualifications Required:

- Excellent communication skills (written, verbal, and electronic).
- Degree or certification in a related field or the equivalent of experience.
- Two years minimum experience with in a non-profit or community-based setting.
- Ability to complete projects and tasks efficiently and independently with minimal supervision.
- 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.
- 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 and attendance of workshops, meetings, and conferences. Under normal circumstances, attendance will be in-person. Due to COVID-19, some travel or meetings are temporarily suspended until it is deemed safe to resume such activities.
- Requires sitting at a computer for 4 to 8 hours per day when not traveling.
- NMAA is currently working using a hybrid model with some staff working in the office for part of the week. This position requires 2-3 days per week of in-person work in the NMAA office.
- NMAA strives to provide a healthy workplace and a safe environment for community members. Employment requires compliance with any COVID-safe policies and procedures, which are updated periodically based on the status of the pandemic.
- In relation to office work, 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 negotiable and commensurate with qualifications and experience.
- Includes benefit package that includes health insurance, retirement plan, paid leave, and other benefits.

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