



JOB DESCRIPTION

Position: Acequia Outreach Coordinator
Classification: Full-Time, Exempt
Reports To: Program Director
Date: October 10, 2023

About the New Mexico Acequia Association (NMAA): The NMAA is a statewide, membership-based association of acequias and community ditches in New Mexico. Our mission is to protect water and acequias, grow food for our families, and honor our cultural heritage. NMAA's work is rooted in social, environmental, and economic justice.

Position Summary: The NMAA is seeking a person who is passionate about acequias, water, food, and culture to serve as our Acequia Outreach Coordinator. This person will serve the statewide acequia community with education, outreach, and technical assistance on water rights, water management, acequia governance, infrastructure planning, financial compliance, easements, and a variety of concerns that acequias face as local institutions of government. In addition to work on acequia governance, this person will also work with acequias to address challenges related to protecting land and water rights, addressing long-term drought and water scarcity, building climate resiliency, and recovering from fire and flood disasters.

The Acequia Outreach Coordinator will work as part of the Acequia Governance Project and will be responsible for providing one-on-one technical assistance to acequia elected officials, attending acequia meetings to give presentations, and responding to requests for assistance. This includes a significant amount of writing, research, and communication. This position will also involve the development of a series of interactive and participatory workshops and events that integrate information about water rights and governance with acequia traditional knowledge, culture, history, and art. Additionally, the Coordinator will play a key role in developing educational materials about acequias, water rights, water stewardship, agriculture, land and water, and cultural perspectives on water.

Duties and Responsibilities:

- Provide technical assistance to acequia elected officials on a range of topics related to acequia governance, water rights, bylaws, easements, financial compliance, and other governance matters.
- Assist acequias with infrastructure planning including development of Infrastructure Capital Improvement Plans (ICIPs), completion of funding applications for federal and state funding programs, as well as support with project implementation and reporting of outcomes.
- Assist acequias with disaster recovery including support with immediate disaster response, interagency coordination on delivery of state and federal disaster programs, and ongoing support with multi-year recovery efforts.
- Support acequias with initiatives to adapt to drought, water scarcity, flooding, and other climate extremes through local, participatory projects to strengthen water-sharing agreements, to improve acequia infrastructure through regional collaborations, and to engage in collaborations with other partners on watershed restoration.
- Support the Acequia Governance team with case management, which includes case intake, documentation, monitoring of services provided and deliverables, and use of the NMAA database to generate reports for agencies and funders.

- Provide coordination of workshops and events for purposes of outreach and education to acequias on acequia governance including development of educational materials, management of registration, workshop logistics, and follow up activities.
- Assist with documentation and record keeping on the services provided to acequias, individual parciantes, stakeholders and youth for the preparation of reports for agencies and funders.
- Attend staff meetings and team meetings and assisting with other duties as needed.

Qualifications: NMAA is seeking a person with passion for acequias, land and water, culture, and food traditions who would make a good addition to our team.

- Experience and knowledge of acequia communities, their culture, and issues related to water and agriculture.
- Relevant experience in New Mexico in community advocacy or public service.
- Degree or training in relevant field or the equivalent of experience.
- Demonstrated ability to work both independently and collaboratively to identify creative solutions to complex problems.
- Knowledge of and willingness to learn new skills, systems, and technologies.
- A commitment to environmental justice and to uplifting the voices of traditional, land-based communities.
- Ability and willingness to travel throughout the state for meetings and other events.
- English-Spanish bilingual ability.
- Ability to work flexible hours and weekends during peak activities.

Requirements:

- Good computer skills and experience with Word, Excel, Google Mail, Powerpoint, and various databases. Willingness to gain a high level of proficiency with Powerbase.
- Requires hybrid work, which includes work from home, work in NMAA’s Santa Fe office, and attendance of in person meetings statewide.
- Requires sitting at a computer for 4 to 8 hours per day.
- The position may require physical activity in attending meetings, field visits to acequias, and assisting the NMAA team with activities related to meeting set-up.

Compensation:

- Salary starts at \$45,000 but is negotiable depending on experience and qualifications.
- Includes benefit package that includes health insurance, vision and dental 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.
- NMAA will conduct interviews with qualified candidates until the position is filled. Candidates selected for interview may be required to submit a writing sample.
- Interviews will start November 27, 2023 and the position will remain open until filled.

NMAA is an equal opportunity employer that values a diverse, respectful, and collaborative work environment. We support diversity, equity, inclusion, and justice in our work and in our workplace.