

Job Title: Agricultural Site Coordinator
Focus Area: Agricultural Programs
Primary Site: Gutierrez-Hubbell Open Space

This is a great opportunity for someone who is looking for a full-time position, has experience in agriculture, would like to work outdoors, and enjoys working with people. Interested individuals should contact Ciudad SWCD at (505)510-3478 or astrid@ciudadswcd.org for more information.

To apply, please submit an application at <https://www.ciudadswcd.org/agriculture-site-coordinator>

The position will be open until filled. The first round of applicants will be reviewed on April 1st, 2024. Should you like to be considered in the first round of applicants, please apply by March 29th, 2024.

PROGRAM

Gutierrez-Hubbell Open Space is an approximately 16-acre Bernalillo County-owned property managed by the Open Space. The County manages the natural, cultural, and historic resources of this public land through educational programming, community events, stewarding our agricultural fields, and grounds maintenance. This Open Space encompasses the Gutierrez-Hubbell House History and Cultural Center Museum, an orchard, demonstration gardens, agricultural fields, offices, parking, a caretaker's residence, a trail, and a corral.

We offer a variety of programs on this site including Grow the Growers (GTG), a beginner farmer training program, workshops for local residents via the Backyard Farming Series, youth agricultural land stewardship training, through AgCorps, and have hosted a variety of other agricultural youth programs.

POSITION SUMMARY

Supports Grow the Growers

Under direction of the Agricultura Network GTG Lead Trainer, fulfills the following tasks:

Water scheduling and implementation

- Oversees daily watering and ensures that the schedule is being followed by program participants.
- Works with Trainers to set water timer and switch between zones.
- Ensures irrigation systems are properly maintained, shuts down systems in case of damage and coordinates repair with Lead Trainer

Hand Tools and Power Equipment

- Oversees daily check-in/check-out, and cleaning/maintenance of hand tools by Trainees/Incubators
- Oversees check-in/check-out, assessment, and regular maintenance of power equipment on site.
- Reports any tool/equipment neglect or misuse to Trainer on site; informs Lead trainer when parts and supplies are needed.

Supports Open Space Agriculture

Under direction of Open Space Manager or designated County staff, fulfills the following tasks:

Site Care and Monitoring

- Monitor general condition of all farm plots.
- Monitors the overall cleanliness of the site and reports any excess trash/weeds in farm plots to users of said spaces and/or plots.
- Lead volunteers in maintenance activities
- May assist in maintaining cover cropping including on unused farm plots.
- May manage multi-bin compost systems.

Trash/Recycling and Mail

- Ensures trash and recycling bins are placed at pickup location on scheduled days and returned to storage location after pickup.
- Checks the mailbox daily.

MINIMUM QUALIFICATIONS/ EXPERIENCE

- Ability to collaborate positively with staff, interns, volunteers, and program partners to engage them in educational and volunteer programs and ensure the quality of the programs.
- Minimum 2 years of farming or gardening experience
- Friendly, enthusiastic, enjoys engaging with the public, and has a positive attitude.
- Good written and oral communication skills
- Must be able to lift 30 pounds and work outdoors in all types of weather.
- Ability to maintain and keep accurate records and participate in programming meetings and calls via videoconference.
- Must be able to pass the organization's background check requirements.

PREFERRED QUALIFICATIONS

In addition to the above,

- Farming and gardening experience in New Mexico
- Experience in working with volunteers, the public, and as part of a team.
- Ability to positively and professionally represent the organization and advocate for its mission.

OTHER REQUIREMENTS

1. Selected Individual will be required to undergo background check with Bernalillo County Open Space
2. Selected Individual will be required to obtain General Liability Insurance, Automobile Liability Insurance, and Workers Compensation Insurance. Insurance requirements are as follows:
 - Commercial General Liability Insurance
 - Commercial General liability insurance policy Per Occ \$ 1,000,000
 - Aggregate \$ 2,000,000
 - Property Damage Per Occ \$ 1,000,000
 - Aggregate \$ 2,000,000

- Products / Completed Operation Per Occ \$ 1,000,000
 - Aggregate \$ 2,000,000
- Sexual Abuse & Molestation policy Per Occ \$ 1,000,000
 - Aggregate \$ 3,000,000
- Automobile Liability Insurance
 - Liability Coverage combined single limit \$ 1,000,000.
 - Policy of insurance must include coverage for the use of all owned, non-owned, hired automobiles, vehicles and other equipment both on and off work.
- Workers Compensation Insurance
 - Employers Liability \$ 1,000,000

WORKING CONDITIONS

1. Essential duties will be performed primarily outdoors in a variety of weather conditions.
2. Works with support from GTG Trainers, Resource Specialist Lead, and Caretaker,

EQUIPMENT, TOOLS AND MATERIALS

1. Equipment typically used in the performance of duties can include but are not limited to shovels, hoes, rakes, pitchforks, pruning shears, and assorted hand and carpentry tools used in the care and maintenance of growing spaces, irrigation, and composting.
2. Gloves, boots, and eye protection are utilized in performance of essential duties.

TERM

40 hours/week. Month, Day, April 15,2024 – Dec. 30, 2024, with possibility of extension.

COMPENSATION

\$21.00 per hour plus 3% of that amount for NM gross receipts tax.

Contractor will submit an invoice on a bi-weekly basis to Ciudad SWCD (astrid@ciudadswcd.org) and include Mari Simbana (mbsimbana@bernco.gov). Payment shall have up to 30 days to process from date of invoice submittal.

SITE

Primary work location will be at Gutierrez-Hubbell Open Space (5945 Isleta Blvd. SW, ABQ NM 87105)