



Ciudad Soil & Water Conservation District
100 Sun Avenue NE, Suite 160
Albuquerque, NM 87109
(505) 510-3478

Employment Announcement: Compost Coordinator

Position Start Date: 06/01/2024

Job Type: Full Time (40 hours per week)

Compensation: \$25.00 - \$28.00/hour, compensation is negotiable depending on education and experience.

Benefits: Ciudad SWCD offers employee benefits, full-time benefits include:

- Health Insurance Reimbursement
- PERA Retirement Plan
- Paid Holidays
- Compensatory Personal Time Off

Ciudad SWCD Overview

Ciudad SWCD is a special district, also known as a political subdivision, of the State of New Mexico organized under the Soil and Water Conservation District Act (73-20-25 et. seq. NMSA 1978). Ciudad SWCD promotes and is committed to the conservation, improvement, and responsible use of the natural resources on the rural and urban lands within its boundaries. Ciudad SWCD is largely funded by soft money, grants and cooperative agreements. The District values collaborating with partners and aims to serve constituents and the environment with the highest quality of public service and education of best practices. Ciudad SWCD frequently works across jurisdictional boundaries, including on private lands, providing financial and technical assistance to land managers. The District is pleased to have a committed Board of Supervisors and a passionate team of Staff Members who are devoted to making a difference within our Watershed.

To apply for this position, please visit Ciudad SWCD's website. Individuals should complete the application and upload the requested documents.

<https://www.ciudadswcd.org/compost-coordinator>

This posting is open until filled. Ciudad SWCD reserves the right to make a hiring decision at any time. Please contact Astrid Mooney, District Manager at astrid@ciudadswcd.org or 505-510-3478 for additional information.

Position Overview

The Compost Coordinator position is an exciting opportunity for someone who is passionate about strategically increasing food waste diversion to composting in our region through new programs that engage teachers, youth, families, community members, farmers and municipal partners in education, outreach, training and community compost sites. To achieve this the Compost Coordinator will oversee the implementation of two composting grant projects, the EPA Recycling Education grant and Outreach Grant and USDA Community Food Waste Reduction grant, over a three year period. Both grants have aligned objectives and deliverables for program development, implementation and data collection, providing the opportunity for the Compost Coordinator to work cohesively across grant projects. The Compost Coordinator will be responsible for:

- Educating and promoting best practices in composting and food waste reduction through outreach, workshops, and curriculum and toolkit development for *and* in partnership with the community members these projects serve, such as families and students.
- Leading a cost-benefit analysis with participating partner sites and drafting case studies in order to illuminate the community, economic, and environmental benefits of the composting projects and other established community composting systems.
- Installing community composting sites, systems, and scaling up of one or more urban farm composting systems.
- Supporting the expansion of an existing state-wide digital resource hub, which will include existing composting sites and share the pilot project lessons, successes, and materials.
- Working closely with a core group of Albuquerque Public School teachers to develop and implement a multi disciplinary composting curriculum, as well as facilitate Professional Development training sessions to teachers in Albuquerque Public Schools in order to gain support and participation from teachers in the implementation of the composting curriculum.

Ciudad SWCD is committed to continuing the compost program beyond the current grants, however, the position may or may not continue at Ciudad SWCD after the completion of the grant implementation period depending on funding.

Duties and Responsibilities:

- Serves as the point of contact for partners working with the District on compost projects.
- Guides the development and implementation of the District's Composting Program and projects with input from the District Manager, Education Manager, and Board of Supervisors.
- Collects data, including but not limited to community engagement, measuring diversion rates (volume), and contamination rates, analyzes data, and summarizes findings by drafting case studies and reports.

- Facilitates and implements a variety of educational and outreach activities including curriculum development and holds training sessions and workshops to further the communities knowledge of composting and food waste reduction.
- Oversees program budgets with support from the District Manager and Financial Coordinator. This includes tracking all awards, expenditures, match (both cash and in-kind), procurement processes and timelines for programmatic and project level deliverables.
- Coordinates multiple projects with several variables, ensuring compliance with deliverables and timelines for each project.
- Complies with reporting requirements for projects and responds promptly to requests from grantors.
- Resolves routine problems independently, consulting with the Education Manager, District Manager and Board as needed to develop plans for resolution of unusual or complex problems. Frequently makes independent decisions based on analysis, experience and judgment even when context or information is ambiguous.
- Works and communicates effectively with diverse groups of people, including government officials, advisory and other boards of directors, partner organizations, the public, tribal organizations, and all other Ciudad staff. Engages community support for local conservation efforts and negotiates complex and innovative solutions with partners. Works collaboratively with other District staff and partners to ensure information flow, coordination and synergy between the District's core programs and community composting initiatives statewide.
- Expands Ciudad's roles as a major conservation leader within District boundaries, namely the greater Albuquerque Area, through the buildout of the composting programs.
- Inspires others to act in furtherance of the District's conservation goals, achieving results by building capacity through collaboration and partnerships.
- Maintains positive relationships using open communication between the District and its residents, and with representatives from other SWCDs, NRCS, NMACD, SWCC, and other appropriate affiliated groups
- Responds to all emails, phone calls, and other correspondence in a timely manner. Maintain correspondence with project partners, develop and monitor program email lists, and maintain and organize files in a timely manner.
- May work in variable weather conditions, remote locations, or on difficult and hazardous terrain and under physically demanding circumstances. May require some travel within New Mexico, or neighboring states, and on evening and weekend hours.
- Keeps an open line of communication with the Education and District Manager, Board of Supervisors, Ciudad SWCD staff and contractors.
- Positively represents the Ciudad SWCD at all times.

Minimum Qualifications:

- BA/BS degree in biology, ecology, soils, environmental science/studies or related field, and three years of experience. Additional graduate school can substitute up to two years of experience.

- Demonstrated experience developing and implementing agriculture or composting projects, including project budget oversight.
- Understands food waste diversion and local food systems.
- Experience with community education and outreach in conservation or sustainability initiatives.
- Experience with implementing data collection, analysis and reporting, ideally related to food waste or resource conservation

Desired Qualifications:

- MS degree in related field and 2 years of experience in natural resource conservation.
- Multilingual, multi-cultural or cross-cultural experience is a plus.