

Job title: Agricultural Program Assistant

Focus Area: Youth Programs

Primary Site: Gutierrez-Hubbell Open Space

This is a great opportunity for someone who is looking for a position working in urban agriculture and investing in the next generation of farmers. Interested individuals should contact Ciudad SWCD at (505)510-3478 or astrid@ciudadswcd.org for more information.

To apply, please submit applications with a resume and cover letters online.

<https://www.ciudadswcd.org/agriculture-program-assistant>

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 submit an application by March 29th, 2024.

BACKGROUND

Gutierrez-Hubbell Open Space is an approximately 16-acre Bernalillo County-owned property managed by the Open Space. We manage 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.

The Bernalillo County Open Space Ag Corps (BCOS) program strives to nurture appreciation for green spaces, teach agricultural land stewardship, cultivate planting, watering, harvesting skills as well as professional development for youth ages 16-21. BCOS also hosts a number of programs managed by other agencies and organizations.

POSITION SUMMARY

The Program Assistant reports directly to the Resource Specialist lead. The primary function of the Program Assistant is to manage the YCC AgCorps crew members in day-to-day tasks, track and report on project activity. This person will also assist with other agriculture and farming-related programming. Tasks include the following:

- For the YCC program, coordinates and schedules skills and educational training; leads daily briefings; keeps and verifies timesheets.
- For the YCC program, serves as first point of contact for disciplinary issues; submits job performance evaluations to the Resource Specialist Lead
- For the YCC program, implements the project Work Plans; guides trajectory toward objectives; monitors daily work progress; verifies completion of task.
- For the YCC program, coordinates off-site crew transportation for work and field visits.
- For the YCC program, ensures that all tools, materials, and personal protective equipment are available at the work sites; monitors safety and reports any safety issues.
- Coordinates with managers of other youth programs operating at Open Space sites.
- Conducts presentations or workshops.
- Assists with activities of the Grow-the-Growers program related to youth involvement.

- Assists with facilitation of volunteer activities and service days.
- Serves as a liaison to other non-County agriculture-related programs.

MINIMUM QUALIFICATIONS/ EXPERIENCE

- Willingness 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
- Experience in farming or gardening education either in a school or community setting
- Experience in teaching, youth development, or coordinating/leading conservation corps or similar programs.
- Willing to successfully and thoughtfully lead and mentor high-school aged students.
- Friendly, enthusiastic, enjoys engaging with the public, and has a positive attitude.
- Organizational skills and experience with the use of teaching materials
- Good written and oral communication skills
- Must be able to lift 30 pounds and work outdoors in all types of weather.
- Must have the ability to exercise good judgment in evaluating situations and taking corrective actions.
- Ability to maintain and keep accurate records; participate in programming meetings and calls via videoconference.
- Moderate to advanced computer skills, especially with Microsoft Office suite and email
- Flexibility, adaptability, and capacity to work in a fluid, changing work environment.
- 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 developing educational curriculum, content, and supporting program materials
- Experience in building volunteer programs and engaging volunteers and/or willingness to learn
- 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 may be performed indoors or outdoors in a variety of weather conditions.
2. Works with support from Bernalillo County Open Space Staff Members, Gutierrez-Hubbell Open Space Caretaker, but with much of the time spent overseeing the crew independently.

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.
2. Gloves, boots, and eye protection are utilized in performance of essential duties.

TERM

40 hours/week. April 15, 2024 – August 9, 2024 with possibility of extension

COMPENSATION

\$24 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 Simbaña (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)