



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

Employment Announcement: Education Coordinator

Job Type: Full-time, 40 hours per week

Compensation: \$25/hr-\$28/hr, compensation is determined by education and experience.

Ciudad SWCD Overview Ciudad Soil and Water Conservation District (SWCD) is a public conservation district and political subdivision of the State of New Mexico. Ciudad's mission is to lead collaborative conservation to benefit people, communities, and natural resources within our District. We envision thriving urban and rural landscapes where natural resources are conserved for future generations through a culture of collaborative stewardship.

Why Work With Us? Ciudad SWCD is a team of 15 passionate staff members managing and implementing programs in Watershed Health, Agriculture, Forest Health, and Education working in alignment towards creating a lasting impact in our watershed. Our core values: leadership with integrity, stewardship, collaboration, commitment to community, and a culture of growth, guide everything we do.

We offer competitive compensation, mileage reimbursement and a generous benefits package that includes 11 paid holidays plus vacation and sick leave, 90% coverage of a state medical, vision and dental insurance plan, PERA pension with generous employer contribution, and professional development opportunities.

Position Overview

Ciudad SWCD is growing its Education team by adding a new Education Coordinator to support ongoing efforts of stewardship and community partnerships. The ideal candidate is passionate, driven, and innovative, and brings demonstrated experience in meeting diverse community needs through high-quality learning experiences. This role is a great fit for someone with a background in environmental education, urban ecology, natural resources, and/or community-based conservation, and applicants with a diverse background in professional experiences are encouraged to apply.

Working closely with the Education Manager, a fellow Education Coordinator, and the Backyard Refuge Program Coordinator, this position will plan and deliver engaging conservation education programs to a wide range of constituencies. Ciudad's work connects us with school districts, classroom teachers, and students; land managers and conservation partners; volunteers and community organizations; and members of the general public spanning all ages and backgrounds. Building meaningful relationships across this diverse network is central to our mission, and the Education Coordinator plays a key role in making those connections come alive through impactful, place-based learning experiences.

Applicants must be able to pass a background check in order to work with school-aged populations. The position will frequently require weekend work hours with the flexibility to adjust hours during the week, and may require some travel within New Mexico. This position is based on a hybrid model in the

Albuquerque Metro area with a dedicated central office location in downtown Albuquerque and the option to work partially remote.

To apply for this position, please visit Ciudad SWCD's website at:

Individuals should complete the application and upload the requested documents. Applications received by May 15, 2026 will receive priority review. This posting is open until filled. Ciudad SWCD reserves the right to make a hiring decision at any time. Applicants will be evaluated on a rolling basis with the first round of reviews taking place starting May 21. Erin Blaz, Education Manager, is available to answer questions about the position and can be reached at erin@ciudadswcd.org .

Key Duties and Responsibilities:

Many of the duties below are carried out collaboratively with the Education Manager, fellow Education Coordinator, and other Ciudad staff. As the position develops, the Education Coordinator may take on primary ownership of specific programs and responsibilities.

Program Delivery and Development

Youth education priorities:

- Maintain existing upper elementary programs Arroyo Classroom and RiverXchange, including scheduling, facilitating and leading hands-on presentations and field trips.
- Plan and deliver high-quality professional development to teachers in our programs, motivate, inspire, and support teachers throughout the school year to engage in our programs.
- Implement a pilot environmental action civics program and Envirothon program with Middle and High School teachers and students.
- Contribute to the development and delivery of strategies to evaluate program success and recommend improvements.
- Develop key strategies for outdoor learning initiatives as needed.

Adult and Community Education Priorities:

- Coordinate and support classes, outings, and events that teach residential-scale conservation best practices for managing soil and water in accordance with District priorities.
- Advance collective conservation education goals within underserved communities.

Community Outreach & Events

- Attend public and partner outreach events to promote District conservation programs, initiatives and partner programs, and connect audiences to resources and continued learning opportunities.
- Organize, maintain, and improve upon tabling materials for events.
- Assist the Backyard Refuge Program Coordinator in the delivery of events and supervision of volunteers and interns at events, ensuring that all participants meet Ciudad SWCD expectations.
- Assist the Master Naturalist program in partnership with Ciudad SWCD and Bernalillo County staff, support intern projects as needed.
- Foster meaningful collaboration with historically underserved communities to advance District initiatives.
- Tailor conservation programs to meet needs of distinct constituencies and partners.

Administrative and General Duties

The Education Coordinator reports to the Education Manager.

- Maintain files, documentation, and expenditure records. Coordinate multiple tasks or projects in a timely manner and with close attention to detail.
- Assist in maintaining equipment used for educational and outreach activities.
- Contribute to online outreach strategies in coordination with the education team and marketing contractor.
- Communicate proactively and effectively with the Education Manager, fellow Education Coordinator, Backyard Refuge Coordinator, District Manager, Ciudad staff and community partners to ensure coordination and information flow across programs.
- Support other Ciudad SWCD program areas as needed, in alignment with staff goals and objectives.
- Work collaboratively and independently across a variety of settings, including office, field, and partner-managed facilities, and in variable weather conditions.
- Represent Ciudad SWCD professionally and positively at all times, inspiring community support for local conservation efforts through partnerships, collaboration, and engagement.
- Respond to all correspondence in a timely manner.

Minimum Qualifications:

- BA/BS degree in environmental studies, education, geography, biology, conservation, or a related field; *or 4 years of full time related work experience; or an equivalent combination of education and experience.*
- Demonstrated experience in leading educational programs with youth, including knowledge of indoor and outdoor classroom management, risk assessment and management in the outdoors, and inclusion practices for accessibility.
- Knowledge of pedagogical approaches to ecological and/or climate literacy program development.
- Experience in curriculum development, lesson planning, teacher training to support formal educators and evaluation.
- Experience implementing and delivering community outreach and urban conservation projects.
- Strong organizational, time, and project management abilities; including writing and communication skills.
- Computer and technology skills such as emailing, research, word processing, spreadsheets, and creating flyers or educational materials.
- Must be able to effectively work collaboratively and independently, with a professional attitude.
- Must be physically able to lift 40 lbs.
- Must be able to work outside normal office hours, like evenings and weekends as needed.

Desired Qualifications:

- Bilingual in Spanish and experience translating documents is a plus.
- Experience working in partnership with nonprofits, community groups, formal educators, and/or government agencies.
- Skilled in engaging and collaborating with diverse communities, stakeholders, and organizations within New Mexico. Experienced in cross-cultural communication and relationship-building to build meaningful collaborations.
- Advanced degree, training, or certification in a related field and 3 years of experience in community-based conservation, education, or natural resource programs is a plus.