



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

Employment Announcement: Urban Waters Coordinator

Job Type: Full-time, 32 to 40 hours per week

Compensation: \$25.00/hr-\$28/hr, compensation is negotiable depending on education and experience.

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 mill levy funds, 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.

Position Overview

The Urban Waters Coordinator will be responsible for facilitating the Middle Rio Grande Urban Waters Partnership (MRG UW Partnership) encompassing a broad range of issues in watershed health, healthy soils, local agriculture, habitat restoration, and conservation of water resources. Working closely with the District Manager and other Program Managers, the Urban Waters Coordinator will integrate existing District projects with the expertise and project ideas MRG UW partners bring to Ciudad. The Urban Waters Coordinator will develop, build, and maintain strong reciprocal partnerships with local, state, and federal governments; non-profits; tribes; community groups and landowners to ensure ongoing education and collaboration to support community-based conservation of natural resources within the District and the Partnership. The Urban Waters Coordinator will work with the MRG UW Partnership and Ciudad SWCD Staff to implement a variety of community-based projects to support MRG UW Partnership themes within the context of Ciudad SWCD goals and objectives. This position will require working both with a team and individually in a variety of physical environments including office and field locations at facilities managed both by Ciudad SWCD and by partner organizations.

To apply for this position, individuals should complete the [online application](#) and upload the requested documents. 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. Please contact Annie Montes, Watershed Manager at annie@ciudadswcd.org for additional information.

Duties and Responsibilities:

- Coordinates and supports on-the-ground projects in collaboration with partners across the District, focused on restoration and conservation of the Middle Rio Grande and its watershed, including agricultural initiatives and education programs.
- Supports the implementation of grant-funded projects by assisting with project tasks, budget tracking, reporting requirements, and the development and submission of grant applications.
- Builds and maintains strong relationships with community-based nonprofits, community groups, and federal, state, Tribal, and local government agencies to support the Middle Rio Grande Urban Waters (MRG UW) Partnership.
- Facilitates collaboration and information-sharing among partners by participating in regional working groups and advisory bodies, such as the **Middle Rio Grande Stormwater Quality Team** and **Arid LID**, and by supporting cross-sector coordination.
- Engages community members and partners to identify needs and project ideas, ensuring environmental and economic justice considerations are integrated and that traditionally underserved communities have a meaningful voice.
- Facilitates the coordination and implementation of the MRG UW Partnership by connecting federal tools, funding opportunities, and technical resources with local partners and District constituencies.
- Serves as a liaison between the MRG UW Partnership and the national Urban Waters network, including attending regular coordination calls, sharing updates, and collaborating with other Urban Waters partnerships nationwide.
- Assists with partnership governance and engagement by supporting the Steering Committee, helping implement the Partnership Work Plan, and facilitating community engagement activities.
- Coordinates meetings and communications for the MRG UW Partnership, including scheduling meetings, developing newsletters or listserv content, updating website, updating and maintaining outreach materials, maintaining partnership materials and files, and supporting effective information exchange among stakeholders.
- Participates in the **Friends of Valle de Oro National Wildlife Refuge** Refuge Development Committee, including facilitating meetings and supporting grant development efforts.
- Performs other duties as assigned by the Watershed Manager.

Minimum Qualifications

- Bachelor's degree in Natural Resources, Community Planning or other relevant field and 1-year professional experience.
- Strong writing, communication, organizational skills, and professional attitude.
- Comfortable working with and leading groups - including public speaking, facilitating meetings and events, and coordinating volunteers and other team members.
- Able to communicate and work well with diverse communities. Background working with diverse cultures and peoples in NM, including engaging with sovereign and indigenous Nations and with land-based or agricultural communities.
- Computer skills such as e-mailing, research, word processing, spreadsheets, and creating flyers.
- Must be able to effectively work collaboratively and independently.
- Local residents from New Mexico are encouraged to apply.

Preferred Qualifications Beyond Minimum Requirements

- Bilingual in English and Spanish

- Advanced degree (Master of Science) in Natural Resources, Community Planning or other relevant field
- Experience with GIS and Adobe Suite
- Experience in environmental justice, social justice, or community organizing / engagement work.
- Understanding of Environmental Justice (EJ) Principles, the Jemez Principles, and the Valle de Oro Environmental and Economic Justice Strategic Plan (EEJSP).
- Familiarity and experience with the environmental justice movement in New Mexico and/or environmental justice movements in the communities you live, work, play, pray, and learn in.