



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

**Employment Announcement:** Backyard Refuge Program Coordinator

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

**Compensation:** \$30.00/hour to \$32/hour, 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 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.

**Position Overview**

The Backyard Refuge Coordinator will be responsible for coordinating the New Mexico Backyard Refuge Program at Ciudad. This position is a great fit for someone pursuing a career and education in environmental education, urban ecology, or community-based conservation. The Backyard Refuge Coordinator will support the effective delivery of Ciudad's Backyard Refuge Program, helping residents and community members create wildlife-friendly, water-smart, and native plant-focused habitats on private and public lands. Working closely with the Urban Waters Manager and other Ciudad staff, the Backyard Refuge Coordinator will assist in the implementation of habitat creation projects, community outreach, and education initiatives, as well as the engagement objectives of existing and new Ciudad SWCD programs. The Backyard Refuge Coordinator will develop and maintain strong reciprocal partnerships with local, state, and federal agencies; non-profits; tribes; and community members to ensure the conservation of natural resources and promote environmental stewardship within the District.

To apply for this position, please visit Ciudad SWCD's website at <https://cswcd1.specialdistrict.org/ciudad-is-hiring-a-backyard-refuge-program-coordinator>.

Individuals should complete the application and upload the requested documents. **This posting will be closed on November 20th, 2025.** 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 application reviews taking place Monday, November 24th, 2025. Please contact Annie Montes, Urban Waters Manager at [annie@ciudadswcd.org](mailto:annie@ciudadswcd.org) for additional information.

**Duties and Responsibilities:**

- Serves as a point of contact for partners and community members working with the District on the NM Backyard Refuge Program by coordinating with private and public landowners, local organizations, schools, and other parties to ensure that a variety of small and large-scale habitat and stewardship projects move forward efficiently and are completed in accordance with program goals.
- Assists the Urban Waters Manager in the supervision of Backyard Refuge Program contractors, volunteers, and interns, ensuring that all participants meet Ciudad SWCD expectations.
- Supports the Urban Waters Manager and other District staff with tasks related to the expansion of Ciudad's role as a major conservation and environmental education leader within District boundaries, particularly through the buildout of the Backyard Refuge Program.
- Assists the Urban Waters Manager with the development, submission, reporting, and tracking of grant applications and funding proposals to support the NM Backyard Refuge Program and related conservation initiatives.
- Receives updates and reports of program budgets from the Urban Waters Manager and other District staff to stay informed of tasks related to program deliverables. Adheres to best practices and other budget management standards set by the Urban Waters Manager, Finance Manager, District Manager, and Board.
- Develops habitat plans, project implementation plans, and guides implementation of on-the-ground conservation efforts utilizing best practices for native landscaping, pollinator habitat creation, water conservation, and wildlife-friendly practices.
- Supports agency partners, community members, and local residents in the creation and maintenance of backyard habitats, including public education on best practices and support of community engagement and installation projects.
- Coordinates multiple habitat and outreach projects and events in consultation with the Urban Waters Manager.
- Resolves routine problems independently, consulting frequently with the Urban Waters Manager.
- 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 state, tribal, and local governments.
- Works collaboratively with other District staff to ensure information flow, coordination, and synergy between the District's core programs.

- Inspires others to act in furtherance of the District's conservation goals, achieving results by building capacity through collaboration, partnerships, and community engagement.
- Maintains positive relationships using open communication between the District and its residents, and with representatives from other SWCDs, NRCS, NMACD, SWCC, local agencies, schools, and other individual and agency cooperators.
- Assists in maintaining District vehicles, the mobile Rolling River watershed trailer, and other durable equipment used for Backyard Refuge program activities.
- Responds to all emails, phone calls, and other correspondence in a timely manner. Maintains correspondence with project partners, develops and monitors program email lists, and tracks community participation.
- May work in variable weather conditions, remote locations, or on physically demanding tasks related to habitat installation and outreach events. May require some travel within New Mexico and occasional evening or weekend hours.
- Keeps an open line of communication with the Urban Waters Manager, District Manager, Board of Supervisors, Ciudad SWCD staff, contractors, and community partners.
- Positively represents the Ciudad SWCD and the Backyard Refuge Program at all times.

**Minimum Qualifications:**

- BA/BS degree in environmental studies, geography, biology, conservation, education, or related field, or 3 years of related work experience.
- Demonstrated experience developing and implementing habitat creation, urban ecology, or community conservation projects.
- Experience in partnership development with nonprofits, community groups, schools, and/or government agencies.
- Experience working with and communicating with a wide range of people and organizations.
- Experience with implementing data collection, analysis, and reporting, ideally related to habitat, wildlife, or community-based conservation programs.
- Strong writing, communication, organizational skills, and professional attitude.
- Able to communicate and work well with diverse communities. Background working with diverse cultures and peoples in NM.
- Computer skills such as emailing, research, word processing, spreadsheets, and creating flyers or educational materials.
- Must be able to effectively work collaboratively and independently.

**Desired Qualifications:**

- MS degree in a related field and 3 years of experience in community-based conservation or habitat programs.
- Multi-lingual, multi-cultural, or cross-cultural experience is a plus.
- Experience managing complex or multiple projects, including managing project budgets and coordinating work with partners, contractors, volunteers, or other professionals.
- Experience working with and communicating with a wide range of people and organizations.