



## San Juan Soil and Water Conservation District 2026

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Aztec, NM 87410  
Phone: (505) 234-6040

Board of Supervisors: Paul Bandy – Chair  
John Arrington – Vice Chair      Leo Pacheco - Supervisor  
Ralph Fenton – Treasurer      Tammy Benally - Supervisor  
Cash Carruth – Supervisor      Steve Neville -Supervisor  
Chris Culpepper- Alternate

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### **Job Description: Project Coordinator / Grant Writer**

#### **Position Summary**

The Project Coordinator / Grant Writer supports the mission of the San Juan Soil & Water Conservation District (SJSWCD) by coordinating conservation projects and managing grant-related activities. This position is responsible for identifying funding opportunities, preparing grant applications, administering awarded grants, and ensuring compliance with all federal, state, and local requirements.

The role works closely with District staff, Board of Supervisors, contractors, landowners, and partner agencies to implement conservation initiatives that promote soil health, water conservation, watershed protection, and natural resource sustainability.

#### **Essential Duties and Responsibilities**

##### **Grant Writing & Administration**

- Research, identify, and pursue funding opportunities including, but not limited to, NRCS, NMDA, Water Trust Board (WTB), and other federal and state programs
- Prepare, write, and submit grant applications, proposals, and required supporting documentation (with assistance from the District Manager and Assistant Business Operations Manager.
- Develop detailed project narratives, scopes of work, budgets, and timelines
- Track grant deadlines, reporting schedules, and compliance requirements
- Prepare and submit reimbursement requests, progress reports, and final reports
- Maintain complete and organized grant files in accordance with audit standards

##### **Project Coordination**

- Coordinate conservation and infrastructure projects from initiation through completion
- Serve as liaison between landowners, contractors, agencies, and District staff
- Schedule and attend site visits, project inspections, and coordination meetings
- Monitor project progress to ensure timelines, budgets, and deliverables are met

- Ensure proper documentation of all project activities
- Assist in procurement processes in compliance with New Mexico procurement code

### **Financial & Budget Management**

- Assist in development and tracking of project and grant budgets
- Monitor expenditures to ensure compliance with funding requirements
- Coordinate with District Manager and Assistant Business Operations Manager to process invoices, purchase orders, and payments
- Assist with financial reporting and documentation for reimbursement requests
- Ensure proper allocation of expenses to specific grants

### **Compliance & Reporting**

- Ensure all grant funded projects comply with federal, state, and District policies
- Maintain accurate records to support audits and grant monitoring
- Prepare required monthly, quarterly, annual, and final reports
- Support internal and external audit processes

### **Stakeholder Engagement & Outreach**

- Communicate with landowners, partners, and funding agencies regarding project status and requirements
- Assist with conservation outreach, education programs, and community engagement efforts
- Support public meetings, workshops, and Board presentations
- Represent the District at meetings and events as needed

### **Administrative Support**

- Maintain organized digital and physical files for projects and grants
- Assist in preparation of Board meeting materials and reports
- Support development of internal procedures and policies
- Provide general administrative support to District operations

### **Required Qualifications**

- Experience in grant writing, project coordination, or program administration
- Strong written and verbal communication skills
- Proficiency in Microsoft Office (Word, Excel, Outlook)
- Strong organizational skills and attention to detail

- Ability to manage multiple projects and deadlines

### **Preferred Qualifications**

- Experience with conservation programs
- Knowledge of New Mexico procurement code and contracting requirements
- Familiarity with grant management systems
- Experience working with governmental or nonprofit organizations

### **Key Competencies**

- Project management and coordination
- Grant writing and technical documentation
- Financial tracking and budget oversight
- Regulatory compliance and audit readiness
- Communication and stakeholder engagement
- Problem-solving and critical thinking

### **Working Conditions**

- Combination of office and field work
- Travel required for site visits, meetings, and training
- Monthly meetings with District Manager as well as meetings with the board of supervisors the first Tuesday of every month @ 6 PM

### **Physical Requirements**

- Ability to conduct field visits varying weather conditions
- Ability to lift up to 25 pounds as needed
- Ability to sit, stand, and work at a computer for extended periods

### **Additional Requirements**

- Must possess and maintain a current, valid driver's license
- Must meet eligibility requirements to be insured under the District's vehicle insurance policy

The position is fully funded through the grants secured by the incumbent.

The role will involve a combination of in-office work, remote (work-from-home) responsibilities, and field/outdoor activities. The incumbent must have the physical ability to perform required job duties, including travel to project sites as needed. While some

tasks may be completed remotely, regular in-office attendance (to be determined) will be required to support district operations, coordination, and administrative functions.

All duties and responsibilities performed by the incumbent while on official duty must be carried out in a safe, professional, and health-conscious manner, and in a way that reflects positively on the San Juan Soil & Water Conservation District.