



PUEBLO OF JEMEZ  
JOB ANNOUNCEMENT  
2023-0076  
HEALTH & HUMAN SERVICES  
PUBLIC HEALTH PROGRAM  
AGRICULTURAL COORDINATOR

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<b>Position Title:</b>	Agricultural Coordinator	<b>Pay Level:</b>	\$49,942 – \$74,914
<b>Position Open Date:</b>	10/23/2023 – Until Filled	<b>Department:</b>	Health & Human Services
<b>Position Status:</b>	Full-Time	<b>Classification:</b>	Exempt
<b>Supervisor:</b>	Public Health Program Manager	<b>Location:</b>	Public Health

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**POSITION SUMMARY:**

Responsible for the coordination of educational, outreach, and promotional programs of the Food Sovereignty Program. Leads the coordination of activities at a 7-acre farm operated by the Jemez Public Health Program. Supervises Public Health Agricultural operations of the Public Health Farm and supervises Public Health Crew Boss. Assists in coordinating Public Health events that include event set-up, free food distributions, and other collaborative programming related to Food Sovereignty and Public Health.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbents may be asked to perform other duties required.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION & EXPERIENCE:**

Preferred: Bachelor's degree in agricultural or related field and 4 years of experience. Relevant work experience may be substituted for an education degree. Towa speaker preferred.

**REQUIRED CERTIFICATES, LICENSES TRAINING, AND REGISTRATIONS:**

New Mexico Driver's License

Background Investigation

CPR & First Aid certification within six (6) months of the date of employment.

## **PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made enable individuals with disabilities to perform the essential functions.

Strength and mobility to work in a typical agricultural setting, including operating hand and power tools; stamina to perform sustained physical labor, including standing, walking, climbing, and working in confined or awkward spaces; strength to lift and maneuver materials and equipment weighing up to 50 pounds with proper equipment; vision to read printed materials; and hearing and speech to communicate in person or over a radio or telephone.

Work is subject to performance under adverse environmental conditions.

## **ESSENTIAL FUNCTIONS:**

- Responsible for implementing educational and health promotion programs related to nutrition and food sovereignty in the community.
- Plans, organizes, coordinates, assigns, provides direction, and reviews the work of the Public Health Crew Boss and Agricultural Technician Team.
- Analyze the data from community food assessments to assist with the development of programs related to nutrition and agriculture.
- Assists in the development and implementation of goals, objectives, policies, procedures, and work standards for the area of responsibility.
- Trains staff and provides for their professional development.
- Work closely with the tribal programs, schools, registered dietitians, and the community to ensure that local, fresh produce from the farm is being served in the community.
- Manages operations of the Farmer's Market; advertises for Farmer's market activities; tracks and reports revenue from Farmer's Market.
- Inspects work in process; makes field decisions regarding modifications; provides technical advice to staff and solves operational problems.
- Ensure that safe work practices and procedures are followed and that appropriate safety equipment is utilized.
- Train the Jemez Public Health Program staff, school staff, and other program staff responsible for providing healthy meals to the diabetes families, schools, and elders in the community.
- Maintains a variety of records; creates Purchase Orders and generates bids for supplies, makes periodic and special reports of work performed.
- Develop programs and outreach initiatives to promote the consumption of fresh produce in the community.
- Assist in the development of a food system appropriate for the Pueblo of Jemez.
- Conduct nutrition support services in collaboration with other Jemez Public Health Programs or tribal programs for the community.
- Assist in the operations of the farm managed by the Jemez Public Health Program.
- Present agricultural information and education to local schools, health programs and others.
- Performs other duties that may be necessary or in the best interest of the Jemez HHS Department.

## **REQUIRED KNOWLEDGE AND SKILLS:**

Knowledge of:

- Ability to develop curriculums related to farming and nutrition.
- Must have good communication with dispute resolution skills.
- Self-motivated.
- Must have some knowledge of public health.

Skill in:

- Planning, organizing, scheduling, reviewing and evaluating the work of staff.
- Providing for staff training and work instruction.
- Safely using and maintaining hand and power tools related to the work.
- Reading and interpreting standard plans, maps, and instructions.
- Understanding and following oral and written directions.
- Recognizing common plant and insect pests.
- Farming practices in irrigation, planting, and harvesting. (Indigenous traditional farming methods preferred)
- High-tunnel greenhouse management.
- Seed saving and seed bank management.
- Soil preparation and enrichment.
- Basic methods and equipment used in weed, pest and insect control and treating plant diseases.
- Safe work methods and safety regulations pertaining to the work.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.
- Basic records management principles and practices.
- Regenerative farming methods preferred.

**To apply for the position posted, please apply as follows**

**Send;**

**Pueblo of Jemez Job Application**

**To;**

**[humanresources@jemezpueblo.org](mailto:humanresources@jemezpueblo.org)**

**Or;**

**Pueblo of Jemez-Attention Human Resources Department**

**PO Box 100**

**Jemez Pueblo, NM 87024**