

Taos Land Trust
Parks and Working Lands Manager Job Description

Taos Land Trust empowers people to protect the land and traditions they love through education, advocacy and conservation. Our vision is to create a legacy of open, productive, and natural lands for future generations. Taos Land Trust (TLT) is an accredited member of the national Land Trust Alliance.

Taos Land Trust is hiring for a full time staff position in Taos, New Mexico.

POSITION PURPOSE:

Our Parks and Working Lands Manager is responsible for regular and special maintenance of our Rio Fernando and Rio Hondo Fishing Parks, and other future park sites Taos Land Trust may acquire and/or manage. The Parks and Working Lands Manager also is responsible for the administration of our Working Lands equipment rental program. Additionally, the Parks and Working Lands Manager is responsible for conservation activities that Taos Land Trust may be completing as a contractor or contracted project manager. Other duties may be assigned, depending on the organizational needs of Taos Land Trust and/or funding concerns. The estimated workflow is 50% parks management, 30% Working Lands, and 20% other duties as assigned.

POSTION TYPE: Full-time exempt salaried position.

SCHEDULE: 32 hours per week, Monday – Thursday. Occasional extra hours as needed, with flex time scheduling.

SALARY: \$45,000-\$49,000 starting pay range. Increases dependent upon available funds and satisfactory performance of job duties.

REPORTS TO: Taos Land Trust Executive Director

BENEFITS: Taos Land Trust offers a compensation package including health and dental insurance, paid leave, phone and wellness expense reimbursements, and paid professional development opportunities.

LOCATION: Based in Taos, NM – Most work to take place at Taos Land Trust's Rio Fernando Park at 410 La Posta Road and at Rio Hondo Fishing Park, 189 Rim Road, El Prado.

MAJOR RESPONSIBILITIES:

● **Parks and Facilities**

- Work with Executive Director and other staff to identify and mitigate risks to Taos Land Trust that may arise from park activities or park use.
- Oversee regular maintenance of Taos Land Trust park properties, including trail construction and maintenance, trash cleanup, signage, and invasive species treatments.
- Coordinate with Taos Land Trust partners and user groups such as area schools, nonprofits, and other groups who use our spaces regularly.
- Oversee maintenance of the portion of the Vigil y Romo acequia and connected laterals running through Rio Fernando Park.
- Represent Taos Land Trust as needed at Vigil y Romo acequia meetings.
- Install and maintain irrigation systems as needed for garden programs operated by Taos Land Trust or partners.
- Support and/or lead trainings with Youth Conservation Corps crews, volunteer groups, and others who are tasked with parks maintenance.
- Assist with data collection for grant and other reporting.
- Conduct or coordinate facilities maintenance.
- Conduct or coordinate equipment and tool maintenance.

- **Working Lands Program**

- Work with Executive Director and other staff to identify and mitigate risks to Taos Land Trust that may arise from Working Lands activities.
- Manage and coordinate farm equipment rental program.
- Ensure equipment is sent out and returned in safe working order.
- Coordinate with staff and contractors to promote the Working Lands program to community members.
- Represent Taos Land Trust and the Working Lands program as needed at community events.
- Work with Executive Director and other staff to establish pricing, insurance, and use policies for equipment.
- Work with Executive Director and other staff to identify funding and business opportunities to support and grow the Working Lands program.
- Conduct field visits as needed to ensure that equipment is being used properly.
- Assist with data collection for grant and other reporting.

- **Examples of Other Duties That May Be Assigned**

- Represent Taos Land Trust as needed at collaboratives or groups that Taos Land Trust is part of.
- Support with event planning, promotion, set-up, and take-down.
- Participate in staff meetings and project planning.
- Provide input as needed for grant applications and other funding opportunities such as fee-for-service work.

PREFERRED QUALIFICATIONS:

- Bachelors degree in a natural resources field and five years relevant experience, or a combination of education and experience.
- Understanding of regenerative agriculture practices such as multi-cropping or no-till seeding.
- Knowledgeable about conservation practices such as soil health, long term ecological monitoring, and noxious weeds treatments.
- Land trust operations and responsibilities such as conservation easement stewardship.
- Recreation experience such as outdoor guiding or trail maintenance.
- Familiarity with mapping programs like Google Earth Pro or ArcGIS.
- Experience with grant writing or fundraising for nonprofits.
- Experience working with youth and young adults.
- Well-organized and efficient planner with work time.

MINIMUM QUALIFICATIONS:

- Be a US citizen or legal resident of the US or its territories.
- Must be able to pass a multi-stage background screening which includes a state and/or federal criminal history check, national sex offender registry check, and motor vehicle record check.
- Have reliable transportation and a strong work ethic.
- Be a good team player and work with a diverse group of peers.
- Able to work in a supervised environment.
- Some experience working in conservation or land management.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

In performing the essential functions of this position, the Crew Lead will be required to:

- Lift or move up to 50 pounds occasionally and 10 to 20 pounds on a regular basis.
- Navigate and traverse uneven terrain.
- Receive detailed information through oral communication and communicate well with others.
- Work outside as needed, subject to outside environmental conditions.

Reasonable accommodations will be made to enable individuals with disabilities to perform essential functions.

TO APPLY: Visit our website at <https://www.taoslandtrust.org> (use the “Get Involved” tab) or call 575-751-3138 to request an application.

The Taos Land Trust is an equal opportunity employer and does not discriminate against any individuals on the basis of race, color, gender, age, national origin, marital status, sexual identity, gender expression, or disability.

Taos Land Trust is a drug-free workplace.