

# Staff Position Description

**Title:** ALCC Food Systems Manager

**Starting Salary Range:** The starting salary range for this position will be in the \$55,300 – 56,959 range, depending on experience, education, and skills relevant to the position. Please note that the indicated starting salary range describes the range for an incumbent in this position. Most new staff generally start at the beginning of the range percentile to ensure internal salary equity.

**Location:** Acoma, Albuquerque, Zuni, or Isleta; partially remote eligible

**Status:** Full-Time, Exempt

**Benefit Eligible:** Health, Vision, Dental, Long-Term Disability, Retirement, Paid Time Off *per Personnel Policies*

**Reports to:** ALCC Corps Director

**Posting Period:** Please apply before May 24<sup>th</sup>.

## Program Summary:

Ancestral Lands Conservation Corps vision is to lead our Nations back to ecological and cultural well-being by engaging underrepresented Indigenous youth and young adults in conservation service programs that reconnect participants to the land while preparing them for careers in cultural and ecological protection. We work to remove barriers to participation, education, and employment by partnering with Tribes, local community organizations, agencies, and institutes of higher learning to create paid service and career training opportunities, personal and professional development, and pathways to postsecondary education and employment.

## Position Summary:

The Ancestral Lands Acoma Traditional Farm Corps Project was initiated in 2011, to reconnect local young people to their traditional farming traditions in Acoma. Since its start, the program has given thousands of pounds of produce to the Acoma community. In 2024, ALCC expanded the Farm Corps to the Pueblos of Zuni and Isleta, hoping to replicate the success the program has had in Acoma. The Food Systems Manager will support ALCC staff and Farm Technicians in Zuni and Isleta as they develop local programs that meet community need and help achieve community-identified goals and objectives connected to food sovereignty. The Food Systems Manager will also support the continued evolution and growth of the Acoma Traditional Farm Corps. This position will identify new funding opportunities, develop grant proposals in partnership with ALCC Grant Writer and Corps Director, develop reports on the impact of the Traditional Farm Corps, and manage budgets and grant funds ALCC receives supporting the Traditional Farm Corps. Additionally, the Food Systems Manager will plan and facilitate inter-tribal knowledge and seed exchanges to connect and strengthen the network of Indigenous growers and food producers within and beyond ALCC's existing network.

## Outcomes & Functions of Position:

### Traditional Farm Corps Development and Coordination

- Work with Acoma Farm Coordinator to coordinate crews working with Tribal offices, and including developing a project schedule, project specifications, and logistics to implement the project.
- Work with ALCC Zuni and Isleta offices to develop a locally serving Traditional Farm Corps based on the Acoma Traditional Farm Corps that meets local needs, opportunities, and goals.

- Identify new funding opportunities to support continued program operations and new development.
- Work with ALCC Grant Writer and Corps Director to research grant opportunities, develop grant proposals, and track existing and new partnerships.
- Develop local seed saving libraries in Zuni and Isleta.
- Manage project schedule and multiple databases for projects, crews, Farm Technicians, and agreements including data entry and reporting.
- Develop and implement specific trainings for incoming staff, participants, and community members.
- Provide technical expertise, guidance, program support, and identify positive working solutions.
- Develop best practices and models for initiation of future Traditional Farm Corps projects and positions.
- Develop a database to collect demographic and accomplishment information.

### **Community Outreach and Engagement**

- Plan and support community outreach days, planting days, workshops, trainings, and inter-Tribal knowledge and seed exchanges.
- Help coordinate harvesting, distribution and pick up of produce by crews, community members, and project partners.
- Lead communications with community experts to meet the needs of the Acoma Seed Sovereignty Initiative and similar future projects.
- Review project requests and identify projects that align with ALCC mission, values, and funding sources.
- Conduct site visits to assess project needs, develop project timelines and project specifications.
- Develop and maintain innovative programs that meet the needs of local community and partners.

### **Budget Management**

- Manage a program budget, including making purchases, creating financial reports, and ensuring the Traditional Farm program stays within the allocated budget.
- Track and reconcile expenses.

### **Reporting**

- Collect project and program accomplishment and impact information.
- Write annual and final project reports to demonstrate accomplishments and impacts of the project.

### **Organizational Advocacy**

- Successfully engage, lead, and support an inclusive work environment for those of underrepresented populations within the organization and the communities we serve
- Lead and/or participate in organizational-wide teams, projects and initiatives that support the work of the Strategic Plans goals
- Report any potential complaints as identified in the Personnel Policy Manual
- Assist or leads other responsibilities, as assigned

**Other “Hats” You May Wear:** Customer Service, Relationship Development, Marketing, Administrative, Supervision or Mentorship to Others, Facilitator, Trainer, Facilities, Human Resources, Supervisor

## Physical Requirements:

*Conservation Legacy is committed to the full inclusion of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations to perform essential job functions. Some positions may require periodic overnight travel, non-traditional work hours, ability to move across varied terrain, use program-specific tools and a range of technology on an infrequent or frequent basis. Exerting up to 25 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects. Ability to safely drive an organizational vehicle may also be required for some positions. If you need assistance and/or a reasonable accommodation due to a disability during application or recruiting process, please send a request to the hiring manager.*

## Qualifications:

- 4 or more years' experience working in farming, community agriculture, and/or Indigenous farming, or related fields.
- 4 or more years' experience developing locally serving agricultural or related programs.
- 3 or more years' experience managing budget over \$500,000.
- Ability to successfully work in a fluid, changing work environment.
- Ability to operate Microsoft Office programs and applications, or similar platforms.
- Ability to keep others and oneself, in remote locations, accountable to expectations.
- Valid Driver's License and Insurable Driving Record per Personnel Policies.
- Must be able to pass the organization's criminal history check requirements.
- Exhibits the ability to effectively collaborate with diverse teams or with a variety of populations, including those underrepresented at our organization and those of BIPOC communities.
- Ability to keep others in remote locations accountable to expectation.
- Ability to carry out assigned work independently or with minimal supervision.

## Preferred Qualifications:

- Leadership experience with Indigenous youth and local community project work
- Proficient in computer programs, databases, other technology

**Other Competencies Desired for this Position's Success:** Manage Complexity, Resourceful, Effectively Communicate, Cultivate Innovation, Drive and/or Influence Results, Plans & Aligns.

### To Apply:

1. Send Cover letter and resume to Chas Robles at [chas@conservationlegacy.org](mailto:chas@conservationlegacy.org)
2. Cover Letter Must Include:

Subject line includes "Applicant\_(Your Name)".

Cover Letter must include a response to the following: *Provide some examples of your experience effectively working with diverse communities, including those specific to Black, Indigenous, People of Color, and other underrepresented populations, in personal or professional context.*

*Conservation Legacy is an equal opportunity employer. We are committed to hiring a breadth of diverse professionals and encourage members of diverse groups to apply. This program is available to all, without regard to race, color, national origin, gender, age, religion, sexual*

*orientation, disability, gender identity or expression, political affiliation, marital or parental status, genetic information, and military service. Where a significant portion of the population eligible to be served needs services or information in a language other than English, the recipient shall take reasonable steps to provide written material of the type ordinarily available to the public in appropriate languages.*

*We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you need assistance and/or a reasonable accommodation due to a disability during application or recruiting process, please send a request to the hiring manager.*