

Updated Job announcement:

Upper Hondo SWCD: Project Manager – Full Time

This position is responsible for Upper Hondo Soil and Water Conservation District (SWCD) assigned programs and projects, maintaining, and growing partnerships, public outreach, and education within the district. This position reports to and supports the District Manager/Board of Supervisors. The applicant should be proficient in various Microsoft programs (i.e., Word, Excel, etc.); QuickBooks; and should possess a strong bookkeeping, grant administration, and information/education skills. This position will be full-time permanent position. Salary to be determined by experience, commensurate with experience and abilities. Excellent benefits package including health insurance, retirement, as well as paid leave available for this full-time position. Please submit a resume to Upper Hondo SWCD, P. O. Box 900, Capitan, NM 88316; email – upperhondo@uhswcd.com; or hand deliver to Upper Hondo SWCD, 267 Main Road, Capitan, NM until position filled.