

San Juan Water Commission
Job Opening for a Project Planner, Grant Writer and Social Media Specialist

POSITION: Project Planner, Grant Writer, and Social Media Specialist

WORK LOCATION: Farmington, NM

TYPE OF POSITION: Permanent Full Time

Monday – Thursday, 40 hours per week

HIRING RANGE: Dependent on Qualifications

APPLICATION DEADLINE: May 18, 2023

Job Description

The Project Planner, Grant Writer and Social Media Specialist position is a full-time position with retirement and health benefits. The position consists of project planning, grant writing, social media monitoring, technical writing in water development planning including regional water planning, state water planning, return flow planning for the San Juan Water Commission within the San Juan Basin in New Mexico. This position consists of three job descriptions that will overlap: Activities and responsibilities include:

The responsibilities of the Project Planner are to create detailed project plans and ensure that the activities outlined in the plans are on schedule and within budget per the funding requirements. Must have strong speaking and writing skills as this position will require public outreach to present project proposals to the San Juan Water Commission's member entities, government, public interest groups, and community groups. Here are some of the daily duties and responsibilities of this position:

- Create and define project goals and objectives
- all project requirements are based on funding resources
- outline the scope of projects, including determining the start and delivery dates according to the type of funding resources that are used
- analyze each phase of projects to determine budgets
- track project costs and ensure implementation stays within predicted estimates
- estimating the project timeline and making sure projects adhere to funding delivery dates
- prepare and present internal and external project reports
- documenting and maintaining financial records per the projects funding resource requirements
- interaction with local state, federal, and tribal agencies and representatives concerning water development and planning
- will work closely with the Executive Director and SJWC staff and consultants
- will make frequent verbal and written reports to the San Juan Water Commission's Commissioner's and Alternates, member entity representatives, and other organizations within the area
- may serve as a regional or area representative on various committees and inter agency groups as assigned.

This position also requires Grant Writing skills. The grant writer is responsible for researching grants, federal, state, or private. The Grant Writer will gather the necessary documentation, prove why the fundraising venture requires financial assistance, and fulfill all the requirements set by the grant-makers. The grant-writer must keep finding grant opportunities to ensure consistent funding for projected projects.

essential skills include:

- Must have excellent and persuasive writing skills
- excellent research skills to find grant opportunities for projects
- ability to understand the San Juan Water Commissions' mission
- an understanding of how funding agencies work and utilizing that knowledge to secure funding
- organizational skills
- the ability to adapt to updates in software platforms
- proven track record of fulfilling complex grant requirements
- comply with grant requirements and document funds spent

This position includes the need for a Social Media Specialist. The Social Media Specialist needs to meet the following qualifications:

- Responsible for establishing and developing strategies to increase followers
- drive engagement to the San Juan Water Commission's media platforms, i.e. Instagram, Facebook, etc.
- must stay abreast of new trending hashtags, algorithms, and platforms
- must be creative and have a keen eye for media design
- ability to monitor and analyze what does well with the Commission's media audience and what doesn't
- ability to reach and capture an audience to learn their needs
- have the ability to communicate directly with followers and respond to followers in a timely manner
- have writing skills to develop compelling writing that fits the San Juan Water Commission's purpose

Qualifications

Must have the ability to create detailed project plans that reflect the San Juan Water Commissions purposes and goals. Proficient knowledge of Google software applications. Must be proficient in the use of computers and social media platforms. Must have knowledge of grant writing and submission. Must be able to occasionally travel in-and-out of state and work overtime as needed. Must have a valid New Mexico driver's license.

Preferred Education Requirements

A Bachelor's degree or higher in Planning or related field. Have the ability to develop projects and to secure funding through grants and other avenues. Have a thorough understanding of social media platforms; their strengths, weaknesses, user demographics, etc.. Have other water-related experience relevant to complete the functions of the position.

Application Deadline:

Resume must be received by MAY 18, 2023

Mail Resume to: SAN JUAN WATER COMMISSION

7450 E. MAIN ST.
FARMINGTON, NM 87402

The San Juan Water Commission is an
Equal Opportunity Employer.