



Rio Arriba County

JOB DESCRIPTION VACANCY

SPECIAL PROJECT COORDINATOR

DEPARTMENT:	HEALTH & HUMAN SERVICES
PRIMARY LOCATION:	ESPANOLA
SALARY CLASSIFICATION:	M-9 PER-SCHEDULE
SALARY:	\$28.44 TO 31.28 HOURLY/ \$59,162 TO \$65,065
POSITION STATUS:	FULL-TIME
FLSA CLASSIFICATION:	EXEMPT
CLOSING DATE:	OPEN UNTIL FILLED
POSTING DATE:	FEBRUARY 17, 2026

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by employees in this classification; only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties. This is not an all-inclusive list of all responsibilities, duties, and skills required of personnel in this classification. Duties, responsibilities, and activities may change at any time with or without notice. This is a grant-funded position, which is funded in full by a grant, and it is contingent on continued support of funding throughout the duration of the appointment.

Primary Summary:

The purpose of the Rio Arriba Community Broadband Initiative is to collaborate with relevant partners to provide broadband outreach education, feasibility studies of existing broadband infrastructure, assessment of broadband network, engineer broadband service expansion, and explore grant/funding opportunities to expand broadband access in Rio Arriba County.

Duties and Responsibilities:

- Provide oversight for the grant project as well as supervise interns
- Prepare a PowerPoint presentation on topics relating to digital literacy
- Hold community events to promote digital literacy and the benefits of broadband access
- Gather and analyze feedback/data relating to community events held and residents' opinions regarding broadband access in local communities in RAC
- Organize community meetings, workshops, and informational sessions
- Establish partnerships with local government entities, broadband providers, and community organizations
- Engage in all other duties to advance project goals
- Ensure the project complies with the grant scope of work
- Contributes to a team effort

Minimum Qualifications:

- Bachelor's or Graduate Degree in Public Health, Social Work, Communication, Criminal Justice, Rhetoric, etc.



Rio Arriba County

JOB DESCRIPTION VACANCY

SPECIAL PROJECT COORDINATOR

- Fluency in the spoken and written Spanish and English languages
- Experience with Microsoft Office
- Proficiency in public speaking
- Ability to network
- Proficiency in the use of multimodal technologies to convey intent

Knowledge, Skills, and Abilities:

- Ability to work with the local Pueblos and Jicarilla Nation
- Background in community organizing and advocacy
- Skill in planning, scheduling, directing, supervising, and reviewing the performance of staff, projects, or contracts in an effective manner
- Skilled at interpersonal communications
- Ability to coordinate large projects
- Ability to write and speak publicly
- Ability to act independently and conscientiously using sound judgment.
- Ability to maintain confidentiality
- Ability to handle multiple tasks and meet deadlines
- Ability to communicate effectively, both orally and in writing, and knowledge of grant administration

Recommended Qualifications:

- Two years of supervisory experience
- Fluency in the spoken and written Spanish language
- Two years' experience coordinating social media campaigns and managing website content
- Familiarity with grant management

Preferred Qualifications:

- MA from an accredited college or university in liberal arts, public health, communication, or related field, and five years' experience with communications and coordination
- Two years of supervisory experience
- Fluency in the spoken and written Spanish language
- Experience with Microsoft Office
- Three years' experience with public speaking and presentation, including presentations to state or local government bodies

Knowledge, Skills, and Abilities:

- Ability to work with local Pueblos and Jicarilla Nation
- Background in community organizing and advocacy
- Knowledge of the fundamentals of supervision and the ability to coordinate and supervise staff; provide leadership and direction
- Skill in planning, scheduling, directing, supervising, and reviewing the performance of



Rio Arriba County

JOB DESCRIPTION VACANCY

SPECIAL PROJECT COORDINATOR

- staff, projects, or contracts in an effective manner
- Skilled at interpersonal communications
- Ability to coordinate large projects
- Ability to write and speak publicly
- Knowledge of grants administration
- Ability to act independently and conscientiously using sound judgment.
- Ability to maintain confidentiality
- Ability to handle multiple tasks and meet deadlines
- Ability to communicate effectively, both orally and in writing

Physical Demands:

While performing the duties of this job, the employee routinely sits, stands, walks, talks, and hears. The employee regularly uses manual dexterity and visual acuity to complete tasks. The employee may occasionally lift and/or move up to fifty (50) pounds. If an item is above fifty (50) pounds in weight, then two or more County staff members will team up to lift the object.

Work Environment/Conditions:

Work is performed in a professional office environment with a moderate noise level, and occasionally working under stressful conditions, possibly for extended periods of time. This position is routinely exposed to Visual/Video Display Terminal (VDT) and extensive personal computer and phone usage. Evening, holiday, and weekend work outside of normal business hours "may" be required, as well as travel and attendance at meetings.

The employee may also need to go outside in all kinds of weather and travel to various locations. Evening, holiday, and weekend work outside of normal business hours may be required, as well as travel and attendance at meetings. Must be available to provide customer support.

The county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance
 - Work well with others and participate fully in a team-oriented environment
 - Interface with other employees and customers in a courteous and respectful manner
 - Project positive support of their department and all county organizations at all times
 - Maintain and enhance the county's commitment to customer service excellence
-

Working Conditions for individual positions in this classification will vary based on each department's utilization, essential functions, and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.



Rio Arriba County

JOB DESCRIPTION VACANCY

SPECIAL PROJECT COORDINATOR

Conditions of Employment:

Successful completion of a thorough background investigation. Must pass a pre-employment drug screening and MVD check. Employees must comply with the safety guidelines of the county and follow the HIPAA Guidelines Manual - Policies and Procedures. Must possess and maintain a current driving course certificate from Rio Arriba County or must pass and receive a defensive driving course certificate within (30) days of the date of hire as a condition of continued employment.

**Please send an email with your Letter of Interest,
Resume and Job Application to:**

JobApplications@rio-arriba.org

*P.O. Box 127 * Tierra Amarilla, New Mexico 87575 * Phone (575) 588-7254 * Fax (575) 588-7810*

*Espanola Annex * 1122 Industrial Park Road * Espanola, New Mexico 87532 * Phone (505) 753-2992 * Fax (505) 753-9397*
