

*Human Resources Department
Pueblo of Santo Domingo*



PO BOX 310
SANTO DOMINGO PUEBLO, NEW MEXICO 87052

JOB ANNOUNCEMENT

POSITION TITLE: Activities Coordinator

SALARY RANGE: DOE

DEPARTMENT: Senior Center

POSITION STATUS: Full-time

PERIOD TO APPLY: Until Filled

FLSA STATUS:

SUPERVISOR: Director, Supervising Director, TPA

LOCATION: Senior Center

GENERAL DESCRIPTION

SUPERVISION RECEIVED: Will follow chain of command: Supervisor, Manager, Director, Supervising Director, TPA.

SUPERVISION EXERCISED:

None

NATURE OF WORK

- Ability to work independently; to prioritize tasks and organize work efficiently.
- Ability to motivate people and be sensitive to their needs.
- Ability to develop and maintain good working relationships with clients and staff.

- Understanding and awareness of problems of the aging. Respect for rights and confidentiality.
- Coordinates ordering and pick up of supplies for activities.
- Coordinate, and provide transportation to and from activities scheduled for seniors.
- Collect and file daily attendance records.
- Assist the Director in keeping track of all inventories, equipment, etc.
- Ensures daily, weekly and monthly calendar of events are posted on a timely basis
- Coordinate, plan and execute all senior activities.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. High school graduate with two (2) years of office experience, business courses in college or certificate in Administrative Secretarial or Office management or in lieu of experience.
2. Must be computer literate in Word Perfect, Microsoft Word, Excel and other similar software.
3. Must be bilingual and have excellent written and verbal communications skills.
4. Must possess a valid NM Driver's License.
5. Have some knowledge in Programmatic regulations for compliance.

NATIVE AMERICAN PREFERENCE

**SUBMIT APPLICATION AND RESUME TO:
PUEBLO OF Santo Domingo HUMAN RESOURCES DEPARTMENT
PO BOX 310 SANTO DOMINGO PUEBLO, NM 87052
FAX (505) 465.2688**

OR ONLINE AT SDTHumanResources@kewa-nsn.us

When required of the position, attach a copy of high school /GED, college education, certification(s) or license(s). Pre-placement exams are required.

Incomplete

applications may delay or exclude consideration of your application.