

**Human Resources Department
Pueblo of Santo Domingo**



PO BOX 310
SANTO DOMINGO PUEBLO, NEW MEXICO 87052

JOB ANNOUNCEMENT

POSITION TITLE: Language Program Assistant

SALARY RANGE: \$13-15/HR

DEPARTMENT: Kewa Keres Language

POSITION STATUS: FT

PERIOD TO APPLY: Until Filled

FLSA STATUS: Non-Exempt

SUPERVISOR: Patricia Coriz

GENERAL DESCRIPTION

BASIC PURPOSE

To Assist the KKLP Program manager in daily administrative and client duties. All work is performed under the direct supervision and guidance of the Kewa Keres Language Team and Tribal Programs Administrator (TPA) for the legal and efficient operation of the Kewa Keres Language Program (KKLP). Specifically this includes but is not limited to:

TYPICAL FUNCTIONS

- Assists Program Manager with daily overall Kewa Keres Language Program delivery of services.
- Assists in the preparation and monitoring of KKLP grants, and budgets
- Performs daily administrative work including but not limited to creating program files, collecting attendance sheets, answering phone calls.
- Assists in preparing for KKLT meetings.
- Develops and schedules prospective Kewa Keres Language Teacher Certification applicants.
- Coordinates and assists in the implementation of services with the various school site coordinators where Kewa Keres Classes are offered.

- Secures and participates in professional development opportunities for program staff, site coordinators, KOTs.
- Coordinates program activities in accordance with SOW as outlined in Program grants.
- Provide quarterly reports to Program Manager regarding Program activity.
- Assists in updating Program forms/procedures.
- Assists in collecting data to promote and implement an effective language Program.
- Coordination with Language teachers and assists them with planning for cultural excursions, etc.
- All other reason duties and responsibilities assigned by Program Manager.

REQUIRED COMPETENCIES

- **Integrity / Honesty**

All Pueblo of Santo Domingo employees must operate in an ethical manner by following all Pueblo of Santo Domingo policies and procedures relating to confidentiality, federal HIPAA guidelines and proper behavior between staff and customers. Incumbent must conduct oneself above the appearance of doing something wrong.

- **TEAMWORK**

All Pueblo of Santo Domingo employees must be competent in working effectively with division members and members of other divisions to resolve common issues or problems as well as listening and seeking others' perspective on how to complete assignments. Keeps others informed and up-to-date about tasks, progress, or projects.

- **Goal and Task Management**

Incumbent in this job needs to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.

- **Decisiveness**

Incumbent in this position must be able to successfully determine and initiate a course of action. Incumbent must require the consideration of multiple options, information sources, and development of contingency plans.

- **Vision**

Incumbent in this position must have the ability to gain an understanding of where an organization is headed in light of internal and external trends and influences.

- **Oral Communication**

Incumbents in this position must have the ability to communicate ideas, thoughts, and facts verbally. Must be able to speak using correct grammar, appropriate body language, proper tone and inflection, recognizing non-verbal cues, and respecting the audience to effectively communicate ideas.

- **Interpersonal Skills (Working with Others)**

Incumbent in this position must be able to communicate one's feelings, preferences, needs, and opinions in a way that is neither threatening nor punishing to another person, while at the same time recognizing effort of others and praising that effort.

MINIMUM QUALIFICATIONS

- High school graduate, post-secondary academic experience, advantageous.
- Strong administrative work experience.
- Proficiency in both the Kewa Keres and English languages.
- Previous Tribal Programs employment, a plus.
- Professional work ethic/standards with all facets of Tribal Administration and program staff.
- Computer literate, minimum experience in data entry, Excel, etc.
- Valid driver license.
- Pass background check.
- Good standing with tribal community.

HOW TO APPLY

Please submit complete application packet.

- By email: SDTHumanResources@kewa-nsn.us, subject line: **KKLP Assistant Application – [Your Name]**
- By mail: Santo Domingo Tribe Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 465-2043 Attn: Human Resources
- In person: Human Resources Department, 10 Tesuque St, Santo Domingo NM 87052

Incomplete application packets may delay or exclude consideration of your application. A complete application packet includes the following:

- Santo Domingo Tribe Employment Application (available at santodomingotribe.org/careers)
- Resume
- Cover letter