



Human Resources Department

Pueblo of Santo Domingo

JOB ANNOUNCEMENT

POSITION TITLE: Kewa Keres Language Program Assistant **SALARY RANGE:** \$14.00-\$16.00/hour, DOE

DEPARTMENT: KKLP

POSITION STATUS: FT Non-exempt

SUPERVISOR: Patricia Coriz

JOB POSTING ID: KKLP 200225

Open till filled

Santo Domingo Tribe exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity

BASIC PURPOSE:

Incumbent will be responsible for performing a variety of responsibilities including but not limited to functions related to Kewa Keres Language revitalization efforts, coordinating with the Kewa Keres Language Board (KKLB), monitoring of school sites/teachers where Kewa Keres Language is offered, working with students, recruiting community volunteers, as well as performing administrative functions including the preparation of reports, correspondence, processing purchase orders, invoices, and other related duties.

ESSENTIAL FUNCTIONS:

- Works with Program Manager and KKLB, in promoting and coordinating Kewa Keres Language revitalization efforts that will include outreach and contact with inter/intra-tribal resources.
- Conduct site visits to schools offering the Kewa Keres Language Instruction for the purposes of monitoring activities, needs and providing support for Kewa Keres Language Teachers. Reports monitoring findings to program manager, and the KKLB for future program planning.
- Assists in coordination of language program activities as planned with Program Manager and KKLB, including coordinating the Bilingual/Biliteracy Program and Kewa Keres Language Teacher Programs as well as providing outreach to potential candidates.
- Assist in identifying professional development resources for Kewa Keres Language teachers and all Kewa Keres Language aggregates. Works with the KKLB and Program Manager in providing professional development opportunities through local and intra-tribal channels.
- Promotes the KKLP by promoting the appropriate, daily use of the Kewa Keres Language/ Encourages others to tribal personnel in similar manners.
- Participates in professional development opportunities to enhance current knowledge and skill sets.
- Organize and coordinate activities, in conjunction with all KKLP components, for the tribal community including summer crafting revitalization programs, recruiting of local elders and teachers and interested volunteers.
- Provides clerical support functions for the Program's fidelity including maintaining records, to minute taking, general typing, answering/screening phone calls and taking messages. Maintains the integrity of program files, materials and resources
- Enter and retrieve information using personal computer or other data processing equipment.
- Maintain calendars and schedule meetings and appointments for program manager and KKLB.
- Produce documents of various complexities for reporting and documentation purposes.
- Produce purchase requisitions, invoices, etc.
- Create and maintain in-house general ledgers.
- Create, maintain and perform a variety of sorting and filing tasks.

- Other duties as reasonably and appropriately assigned by the Program Manager, and KKLB.

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 cash handling, and behavior between staff and customers. Incumbent must conduct oneself above the appearance of doing something wrong.
- **Customer Service / Client Orientation:** All Pueblo of Santo Domingo employees must be able to develop a clear understanding of the Pueblos' needs and goals while maintaining clear communication with Director regarding meeting their expectations. Must follow through and respond to the Directors' requests and inform them of action taken in a courteous, professional manner.
- **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.
- **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.
- **Goal and Task Management:** Incumbents in this job need to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.
- **Collect and Organize Information:** Incumbents in this job need to be able to identify, systematically collect, and organize information for use by self or others in an organization.

Minimum Qualifications:

- Incumbent will be required to implement effective speaking, reading/writing skills when processing Program reports, evaluations, and all related matter, Program aggregates and when engaging with the tribal community and Program aggregates.
- Customer service/client orientation-Clear, positive and productive communication and interpersonal skills when working with Program clients, related resources or community at large.
- Collection and organization of information and/or resources that will help further promote the KKLP.
- Decisiveness-incumbent will be able to successfully determine courses of action, consideration of options, resources and development of contingency plans
- Effort, initiative, and detail oriented- incumbent will consistently make productive use of program time and resources.
- Integrity and honesty-as required of all Tribal employees including the strict adherence to all Santo Domingo Tribal Programs policies and procedures.
- Teaching others-incumbent in this position must be able to take responsibility for the development of individuals and groups through appropriate guidance and coaching techniques.
- Teamwork-working with all KKLP aggregates in promoting overall goals and objectives.
- Vision-Incumbent will have work toward implementing efforts and activities that consistently promotes KKLP's overall language revitalization efforts.

Requirements:

- High School graduate with effective communication and writing skills.
- Must be proficient in speaking and promoting the Kewa Keres Language to community aggregates.
- Able to establish constructive, working relationships with tribal programs, and community members.
- Extended working hours, travel expected.
- Must be computer literate.
- Must be have a valid license.
- Must undergo a background check.
- Be in good standing with the tribal community.

HOW TO APPLY

Please submit complete application packet.

- By email: SDTHumanResources@kewa-nsn.us, subject line: **KEWA Keres Language Program Assistant- [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
- Cover Letter
- Resume