



Human Resources Department Pueblo of Santo Domingo

JOB ANNOUNCEMENT

**POSITION TITLE: Strategic Plan and Curriculum
Administrative Assistant**

SALARY RANGE: \$15.00-\$20.00, DOE

DEPARTMENT: KKLP

POSITION STATUS: FT Temp Non-Exempt

SUPERVISOR: ASPCD Principal Investigator

JOB POSTING ID: KKLP-2341

1.9.23-1.27.23

Santo Domingo Pueblo 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 work with key tribal stakeholders in an innovative program that will work toward developing unified Kewa Keres Language delivery across tribal programs. Incumbent will also work in identifying resources and opportunities geared toward increased professional development for the purposes of strengthening current language delivery systems.

ESSENTIAL FUNCTIONS:

- Supports Kewa Keres Language Revitalization efforts Kewa Keres Language Program's overall efforts to strengthening and revitalizing languages efforts among Kewa Keres Language Program constituents, including Tribal Administrations, Tribal Council, Program Manager teachers, Kewa Keres Language Board Members.
- Works under the direction of the Kewa Keres Language Program ASPCD Principal Investigator.
- Monitor all aspects of the SPCD grant including budgets, grant and financial records.
- Coordinates with Principal Investigator to implement all other grant activities included to but not limited to working with Kewa Keres Language Teachers.
- Set up venues, meeting schedules, and other related schedules.
- Perform administrative assistant services including answering phone calls, emails, work related errands, purchase departments related items, purchase requisitions, etc.
- Knowledge of key software programs including Microsoft Word, Outlook, Office, Excel, PowerPoint, etc.
- Research and secure resources to assist teachers in classroom management, curriculum, planning and development.
- Promote daily use of conversational language among key stakeholders.
- Centralize and maintain custody of all materials developed and related to ASPCD and overall Kewa Keres Language Program.
- May assist in providing reports to Tribal Council for recognition and acceptance of Kewa Keres Language Curriculum.
- Participates in Professional Development opportunities to expand on Kewa Keres Language skill sets.
- Other duties as assigned.

REQUIRED COMPETENCIES

- **Integrity / Honesty:**

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

- **Teamwork**
Santo Domingo Pueblo employees must be competent in working effectively with program members and members of other programs 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, have clear and effective writing, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.
- **Manage Resources:**
Incumbent must be able to hire, provide direction to and develop internal personnel; identify strategic issues and develop short/long-range plans; provide direction to and manage department heads and related personnel; budget and prioritize workload; identify key factors affecting personnel; and develop effective programs to maximize 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.
- **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.
- **Teaching Others:**
Incumbents in this position must be able to take responsibility for the development of individuals and groups through appropriate teaching, guidance, and coaching techniques.

Specific Competency for Job

- Understands the Kewa Keres Language and Culture Instruction is proprietary of the Santo Domingo Pueblo. Any work/curriculum, etc., developed belongs to the Santo Domingo Pueblo.
- Understands 2006 Santo Domingo Pueblo Tribal Council Language and Culture perimeters of classroom instruction.
- From the Santo Domingo Pueblo and speaks the Pueblo's language.
- Knowledgeable of conversational language/age and gender related topics.

Minimum Qualifications:

- Minimum of A.A degree in education or related field.
- Flexibility with work schedule.
- Tribal member of Santo Domingo Pueblo
- Clear, positive, and productive communication and interpersonal skills.
- May be required to travel.
- Previous Tribal Programs experience preferred but not required.
- Proficient in all Microsoft Office software
- Extended working hours, including evenings, weekends, and holidays may be required.
- Must possess a valid drivers license and must be insurable through the Santo Domingo Pueblo's liability insurance plan.
- Must be able to satisfactorily pass a background check.
- Covid-19 vaccination is required. Reasonable accommodation is considered.

HOW TO APPLY

Please submit complete application packet.

- By email: HR@kewa-nsn.us, subject line: **SPC Administrative Assistant- [Your Name]**
- By mail: Santo Domingo Pueblo Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 715-4416 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 Pueblo Employment Application
- Cover Letter
- Resume