

PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2017-27
OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS
PART-TIME/TEMPORARY HIRE

POSITION: Laguna Cultural Enrichment Program Assistant (2 Positions)
OPENING DATE: April 12, 2017
CLOSING DATE: Open Until Filled
DEPARTMENT: Community Health and Wellness/Sports & Wellness
SALARY RANGE: NE-6; \$21,882 - \$32,822

Position Summary:

Under direct supervision of the Laguna Cultural Enrichment Program (LCEP) Coordinator, the LCEP Assistant contributes to the effectiveness of the Program by performing a variety of administrative duties, coordination, and activity supervision for program staff. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Assists the Program Coordinator in delivery of community programs including open recreation, wellness, arts and crafts, and culturally related programming.
- Assists in coordinating and implementing field trips, outdoor activities, special events, seasonal activities, and other recreational events at villages and/or in schools.
- Establishes working relationships with tribal officials, village officials, local school staff and students.
- Attends village meetings to report on program activities.
- Provides supervision to program participants.
- Operates program vehicle to provide transportation for participants.
- Opens and closes community buildings and recreation halls; identifies alternative program sites when primary sites are not available.
- Works closely with and provides assistance to the instructors and mentors of the LCEP activities.
- Generates, creates, and submits reports regarding program activities, problems, accomplishments, and needs.
- Contributes to a team effort toward accomplishing tasks and achieving results.
- Applies the Pueblo's Core Values and Workforce Values supporting Pueblo of Laguna Workforce Excellence.
- Performs other duties as required.

Minimum Qualifications:

High School Diploma or GED and a valid Driver's License required. Six (6) months experience in coordinating recreation, wellness or related activities preferred. Fluency in the Laguna language preferred.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The LCEP Assistant is designated as a Moderate Risk Public Trust (MRT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

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Knowledge, Abilities, and Skills:

- Knowledge of traditional form of government, pueblo customs, and traditions.
- Knowledge of proper spelling, grammar, punctuation, and basic arithmetic.
- Ability to communicate effectively both verbally and in writing.
- Ability to work effectively with individuals of all ages; to demonstrate leadership and team-building skills with empathy and enthusiasm.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to work independently and meet strict time lines.
- Ability to establish and maintain professional relationships with the public and co-workers.
- Skill in office machines and computer use, including Word, Excel, and PowerPoint.
- Skill in coordinating and organizing group activities.
- Skill in preparing reports and correspondence.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to POLEmployment@lagunapueblo-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Drive; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Johanna Wade, at (505) 552-5785 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES