



PUEBLO OF JEMEZ  
JOB ANNOUNCEMENT  
2023-0053  
EDUCATION DEPARTMENT  
STUDENT PROGRAMS COORDINATOR

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<b>Position Title:</b>	Student Programs Coordinator	<b>Pay Level:</b>	\$17.03 - \$25.54
<b>Position Open Date:</b>	10/02/2023 – Until Filled	<b>Department:</b>	Education Department
<b>Position Status:</b>	Full-Time	<b>Classification:</b>	Non-Exempt
<b>Supervisor:</b>	Education Services Manager	<b>Location:</b>	Education Department

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**POSTION SUMMARY:**

Assists with the management and oversight of the Title VI Indian Education Federal Grant, student out of school and afterschool programming. Assist the Education Services Manager with Pre-College Programs, College & Career Advisement, Dual Credit Initiatives and Oversight, Academic Enrichment Outreach, Coordinated School Health Program, and Intervention/Prevention Programs. Collaborate with IT/Tech/Audio Visual on projects and program goals.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties required.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION & EXPERIENCE:**

Bachelor's degree preferred in Education or related field required. Four (4) years of applied experience, that provides sufficient knowledge, skill, and ability to satisfactorily perform stated essential functions. Program development, grant writing and/or fundraising experience is preferred. Must have a valid driver's license and be insurable through the tribe's insurance carrier.

**REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:**

New Mexico Driver's License  
Background Investigation  
CPR & First Aid certification within six (6) months of date of employment.

## **PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate over the telephone and in person.

## **ESSENTIAL FUNCTIONS:**

- Prepare all relevant annual reports for the Title VI Indian Education Grant, Family Circle Project, Research Grants, special projects and other education grants awarded to the department.
- Prepare budgets for the Title VI Indian Education Grant and other research/education grants awarded to the department. Review financial statements.
- Maintain a log in of Jemez Valley Public School district, local Charter and BIE Schools Native students, parent contacts, education programs, enrichment opportunities and support services rendered. Performs duties related to program development and implementation to assist students with improving academic performance, through the provision of tutoring, intervention and support services.
- Plan, direct and administer educational programs to support student learning, academic achievement, community engagement, and provide the needed services to students/children to ensure progress for all campuses with community students.
- Work with private, local, district, tribal, state and federal agencies in designing and developing educational opportunities for Native students at the local/district schools and with other community students and members.
- Maintain files on academic, extracurricular and enrichment programs or various educational opportunities.
- Develop and coordinate student enrichment and support programs with Jemez Valley district schools, local community schools and schools with significant Jemez student populations.
- Attend meetings, conferences and workshops relative to grant administration, that support Jemez educational priorities and/ or promote student advancement and academic achievement.
- Plan and implement the POJ Education Truancy Program in coordination with other Tribal Programs and community schools to ensure accountability of all parties involved.
- Coordinate and implement the Coordinated School Health Program initiative with school, tribal and community partners to ensure successful implementation and integration.
- Coordinate and implement Audio/Visual/Film program; filming, editing and production for local schools, programs, leadership and community.
- Assist the Student Service Manager with implementation, collection of data, evaluation of research, intervention, dual credit, scholarship award process and prevention programs.
- Performs other related duties as assigned by supervisor.

**REQUIRED KNOWLEDGE AND SKILLS:**

- Ability to communicate effectively, verbally, and in writing
- Should possess excellent organization, coordination, facilitation and supervision skills
- Must be a team player with an ability to work with people and students of various ages
- Comfortable with making presentations, coordinating meetings and promotion programs and education related projects
- Ability to prepare budgets, interpret financial reports, and manage program funds
- Must be able to conduct research and analyze program data
- Must be computer literate and familiar with all related software applications (Office Suites, Outlook, Excel, etc.), the Internet and technological advances

**To apply for the position posted, please apply as follows**

**Send;**

**Pueblo of Jemez Job Application**

**Cover Letter**

**Professional Resume To:**

**[humanresources@jemezpueblo.org](mailto:humanresources@jemezpueblo.org)**

**Or;**

**Pueblo of Jemez-Attention Human Resources Department**

**PO Box 100**

**Jemez Pueblo, NM 87024**