



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2026-009
EDUCATION
JEMEZ LANGUAGE PROGRAM MANAGER

Position Title:	Jemez Language Program Manager	Pay Level:	\$60,372.58-\$90,558.86
Position Open Date:	2/18/2026-Until Filled	Classification:	Exempt
Position Status:	Full-Time	Location:	Education
Supervisor:	Assistant Director of Education		

POSITION SUMMARY:

Under the direction of the Tribal Education Director, is responsible for the management and oversight of the Jemez Language Program, curriculum development, relevant assessments, professional development and training opportunities.

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 in Linguistics, Education, or related field required: Master's degree or similar certification preferred. At least 4 years of similar experience that provides sufficient knowledge, skill, and ability to perform stated duties and administer program.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation

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 in over the telephone and in person.

ESSENTIAL FUNCTIONS:

- Plan, direct, and administer Language based Grants, to support Jemez Language & Culture priorities as supported through the language team, programs, and schools.
- In coordination with Assistant Director, prepare budgets for Department Language Grants, special projects & other education related grants awarded to program. Review financial statements.
- Prepare all relevant reports for the Language Grants & Program, special projects and discretionary grant awards.
- Work with private, local, tribal, state and federal agencies and institutions in designing and developing educational opportunities for students and adults in Native language strategies, programs and degree/certification attainment.
- Work with and facilitate the Jemez Language Team, attend team meetings and provide updates, training opportunities and needed information to team members.
- Work with Assistant Education Director and other education partners to further develop and coordinate the use of the distance learning program through multimedia, video conferencing, Access Grid (AG), satellite and other technologies.
- Continually upgrade self in all state and federal legislation, program guidelines, and policies.
- Continually seek professional enhancement through training, workshops and forum participation.
- Attend meetings, conferences and workshops relative to grant administration, that support Jemez language and educational priorities and/or promote student development, linguistic proficiencies, academic achievement and technology advancement.
- Receive and review correspondence relative to Language Initiatives, technology, distance Learning opportunities and relevant program activities. Coordinate information exchange with other language programs, students and staff.
- Provide supervision for designated staff in the assignment of tasks to improve workflow, services rendered, increased productivity to include staff performance evaluations, job training and orientation.
- Maintain files in accordance with department filing system and granting agency policies.
- Enhance professional growth and development through participation in educational programs, meetings, and workshops; attend meetings and conferences; coordinate information exchange.
- Evaluate the effectiveness of programs and make modifications as required.
- Ability to use a variety of standard office equipment in the performance of the work.
- Performs other related duties as assigned by supervisor.

- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff, students and the public.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Must be fluent in the Jemez Language and a Native born speaker.
- Principles and practices of language program planning, development, implementation and administration.
- Principles, practices and methods of community language need assessments and program evaluation.
- Native language trends within education to respond to community needs and identify resources.
- Rules and regulations pertaining to activities.
- Budgetary practices and terminology.
- Grant writing and administration.
- Computer applications related to assigned duties and activities.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person, via email, and over the telephone.

Skill in:

- Managing program and project goals, objectives, procedures and work standards.
- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Providing customer services in the most cost effective and efficient manner.
- Planning, organizing and administering language/cultural programs and activities.
- Exercising sound independent judgment within general procedural guidelines.
- Making accurate arithmetic calculations.
- Preparing clear, concise and complete reports, correspondence and other written materials.
- Contributing effectively to the accomplishment of team or program work goals, objectives and activities.
- Communicating effectively in Jemez (oral) and in English, oral and written forms.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024