



PUEBLO DE SAN ILDEFONSO  
Human Resources Office  
02 Tunyo Po  
Santa Fe, NM 87506

**JOB VACANCY ANNOUNCEMENT**  
2 (two) Part-Time Temporary Positions  
*Summer Education Enhancement Program Coordinator*

The Learning Center at the Pueblo de San Ildefonso is hiring for the Summer Education Enhancement Program (SEEP) 2018, these positions require a commitment from May 29, 2018 to August 3, 2018.

**SEEP COORDINATOR:** Under direct supervision, the Summer Education Enhancement Program (SEEP) Coordinator contributes to the efficiency of the Pueblo de San Ildefonso Department of Education's SEEP Camp. Supports the Director in the coordination and facilitation of the summer program offered to the community by the Education Department. Provides leadership, oversight and professional expertise in implementing the program activities; monitors and tracks participants. Ensures the safety of the children by creating and maintaining a safe, clean and healthy environment. Provides administrative support.

**Minimum Qualifications**

High School diploma or General Equivalency diploma required. 18 years and up who is pursuing advanced education or training in education, child care or a related field. Knowledge of youth, recreational activities and healthy lifestyles is preferred. Excellent organizational skills. Excellent verbal and written communication skills. Ability to speak and understand basic Tewa is preferred. Working knowledge of Pueblo communities. Strong working knowledge of computers including MS Office software. Ability to perform quality work under pressure, meet deadlines, and maintain confidentiality. Must maintain current CPR and First Aid certification. Must have a valid NM Driver's License. Must be insurable under the Pueblo de San Ildefonso vehicle insurance policy. A favorable background investigation is required.

**APPLICATION:** A job description and application are available in the Human Resources office. Downloadable applications are available on our web site at [www.sanipueblo.org](http://www.sanipueblo.org). Submit Application to the Human Resources office in person, or via e-mail to [karquero@sanipueblo.org](mailto:karquero@sanipueblo.org) or FAX: 455-4149. Call 455-4155 with questions regarding this position. Deadline to apply: Friday, May 4, 2018