



Pueblo de San Ildefonso  
Human Resources Office  
Rt. 5, Box 315-A  
Santa Fe, NM 87506

## **POSITION DESCRIPTION**

### **Project Manager Assistant**

**POSITION:** Project Manager Assistant      **LOCATION:** Pueblo de San Ildefonso  
**SALARY:** DOE      **REPORT TO:** Project Manager

**POSITION SUMMARY:** The Project Manager Assistant's responsibility is to provide professional assistance to the Project Manager, whom provides services to other Administrative Departments and Tribal members of the Pueblo de San Ildefonso. Duties include but are not limited to correspondence preparation, data collection, minutes, travel arrangements, reports, planning, budgeting, meeting scheduling/preparation, planning Pueblo activities i.e. blood drive, Santiago Day etc., implementation of Tribal projects, and assist in managing the day-to-day operations of the Office of Project Management.

### **DUTIES AND RESPONSIBILITIES:**

- ❖ Provide assistant to the Project Manager in the management of the day-to-day operations of Tribal projects and programs.
- ❖ Provide office knowledge that includes filing, data retrieval and entry, clerical functions, and operation of office equipment.
- ❖ Assist in researching sources of grant funding through the public, private sector and Federal and state agencies.
- ❖ Insure adherence to Project Manager's project schedule, meetings and related appointments. Assist in the preparation of required technical reports, budget preparation, policies and procedures and other relevant documentation.
- ❖ Provide training and assistance in the development of Tribal projects and programs.
- ❖ Work cooperatively with colleagues and other Department Director(s).
- ❖ Other duties as assigned.

### **QUALIFICATION:**

- ❖ Minimum High School Diploma or GED but preferably an Associates of Arts (AA) in Business Administration or Project Management.
- ❖ Must have two (2) years combined education and/or experience in office management, and business or public administration or related field and experience will be considered in lieu of education.
- ❖ Experience considered in lieu of education.
- ❖ Must be proficient of computer software (i.e.) MS Word, Excel, WordPerfect, and PowerPoint.
- ❖ Must possess the ability to prepare reports, work with and maintain effective communication with the public and representatives of external cooperation agencies, and business concerns.
- ❖ Must possess a valid NM Driver's License.
- ❖ Must have effective and proficient writing abilities.
- ❖ Must be able to travel locally; In-state and out-of-state.
- ❖ Must have the ability to use professionalism in all circumstances.
  - ❖ Must be able to multi-task with little to no direction and be a team player.