



Vacancy Announcement

September 13, 2022

Excellent Career and Benefits Opportunities

Come and Join our Team!

Full Time Positions offers a wide range of excellent fringe benefits:

- Healthcare (medical, dental, vision, & prescription drugs)
- Paid Time Off (PTO)
- Holiday Pay
- Basic Life Insurance
- Life and AD&D Insurance
- Short-term Disability
- On-the-job training and skills development
- Employee Assistance Program
- 401K Plan

Pueblo de San Ildefonso is seeking qualified applicants for the following Full-Time Position:

Tewa Language Manager

Job Summary: Under the general supervision of the Governor, the Tewa Language Manager has the responsibility of enhancing the language and cultural revitalization program and strengthening the infrastructure necessary to build a solid Tewa Language Program and works collaboratively with staff to ensure all functions of the Program maintain high standards and is reaching Pueblo de San Ildefonso's goal of implementing collaborative agreements with schools, local, regional, and other organizations pertaining to language and culture revitalization. The Manager will inspire innovative ideas, solutions, and people, while ensuring all facets of the programs are administered in accordance with established laws, regulations, requirements, policies and procedures.

The list of duties & responsibilities are not all inclusive of all duties performed by this position.

Essential Duties and Responsibilities:

Oversee the planning, development, coordination, implementation, and administration of Pueblo de San Ildefonso's Tewa Language Program.

Plan, develop, and lead the implementation of policies, processes, training, initiatives, language assessments, and surveys.

Implement near-term and long-range organizational goals, objectives, and strategic plans.

Monitor and evaluate for program effectiveness and impact, and revise strategy and projects to optimize results.

Report, verbally and in writing, on progress against organizational objectives and ensures completion of program reporting requirements.

Work to expand the program by procuring funds through grants and other funding sources.

Strengthen communication and collaboration with Pueblo de San Ildefonso's multiple departments, committees and community members.

Plan and implement Community Outreach Activities such as Tewa Language Classes, Tewa Learning Activities, and/or Youth Programs to encourage language revitalization.

Collaborate with a team working in multiple sites and foster team morale.

Host, plan, and facilitate meetings with external stakeholders, internal staff, and cross-functional departments.

Prepare and monitor the program budget and prepare budget modifications when necessary. review invoices, and track effectiveness and completion of work for all Tewa Language contractors.

Develop relationships with local indigenous language programs.

Maintain master archives for language resources

Approach the Tewa Language Program through a continuous improvement lens, continuously reviewing operating results and taking steps to ensure that appropriate measures are taken to correct unsatisfactory results.

Develop a solid grounding in the use of technology and other modalities to enhance language learning.

Ability to maintain the confidentiality of privileged information.

Perform other duties as assigned.

Knowledge, Skills, and Abilities:

Knowledge, appreciation, and understanding of Native American traditions, language, history, and culture

Knowledge of curriculum development, use of technology, effective instructional strategies/techniques, program design, and assessments.

Knowledge in Grant Writing and Monitoring. Reporting all aspect of the Program to funding sources and to Tribal Council in a timely manner.

Knowledge of State and Federal funding restrictions, policies, requirements, etc. stated in all Award Letters and/or Internal Government Agreements (IGA's).

Knowledge of the Certification in Native American Language and Culture (Pre K – 12th Grade) Process for Language Teachers to teach in a School Setting.

Ability to work independently and with a team to accomplish Pueblo de San Ildefonso's vision and goals.

Ability to plan and organize meetings and events.

Proficient in Microsoft Office Suite and virtual presentation platforms.

Ability to communicate effectively verbally and in writing.

Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with colleagues at all levels.

Demonstrated ability to organize and track multiple ongoing projects and responsibilities towards successful completion

Ability to maintain confidentiality

Work Environment

Work performed in both an office setting and in the field. Local travel is required.

Minimum Qualifications

Bachelor's Degree in Education, Native American Studies, Indigenous Studies, Linguistics, Administration or related field, two years of experience implementing and monitoring an expanding language and cultural revitalization program; or in place of a Bachelor's Degree, five years implementing and monitoring a language and cultural revitalization program. Must have High School Diploma or GED. Must be 18 year of age or older. High level of integrity, initiative, and problem-solving capacity. Cultural competency and demonstrated ability to grow and learn. Proficiency in Windows based computer applications. Excellent interpersonal skills required including capacity to effectively present information and respond to questions from students, parents, and the general public. Possess and maintain a valid New Mexico drivers' license, and qualify for insurability, throughout employment. Must successfully pass a pre-employment drug test, and background investigation. Pueblo de San Ildefonso has a mandatory COVID-19 vaccination policy. Prospective employees must provide proof of full vaccination before employment commences.

Native American Preference

Deadline to Apply: Opened Until Filled

Contact Human Resources at hraa@sanipueblo.org or karquero@sanipueblo.org for Job Description or for more information. Employment Applications are available on site or on the website at www.sanipueblo.org/jobs