



PUEBLO OF JEMEZ  
JOB ANNOUNCEMENT  
2025-007  
EDUCATION  
STUDENT PROGRAMS COORDINATOR

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<b>Position Title:</b>	Student Programs Coordinator	<b>Pay Level:</b>	\$49,917.17-\$74,875.75
<b>Position Open Date:</b>	2/12/2025-Until Filled	<b>Classification:</b>	Exempt
<b>Position Status:</b>	Full-Time	<b>Location:</b>	Education
<b>Supervisor:</b>	Education Services Manager		

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**POSITION SUMMARY:**

Assists with the management and oversight of the Title VI Education Federal Grant, student out of school/afterschool programming. Assist Ed Services Manager & Research Associate with Pre-College Programs, College & Career Advisement, Academic Enrichment Outreach, CTE Programming, Audio/Visual/Film Program, Coordinated School Health Program, & Intervention/Prevention Programs.

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:**

Associate's degree or equivalent schooling required, bachelor's degree preferred in Education or related field required. Four (4) years of applied experience preferred that provides sufficient knowledge, skill, and ability to satisfactorily perform stated essential functions. Program development, grant writing and/or fundraising experience is ideal. Must have a 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 and 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 in 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 of Jemez Valley Public School district, local Charter and BIE Schools Native students, parent contacts, educational programs, enrichment opportunities and support services rendered. Performs duties related to program development and implementation to assist students with improving academic performance, through 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.
- Work with private, local, district, tribal, state and federal agencies in designing and developing educational opportunities for Native students at local/district schools with and other community students and members.
- Maintain files on academic, extracurricular and enrichment programs or various educational opportunities.
- Develop and coordinate enrichment and support programs with Jemez Valley district schools, local community schools with significant Jemez student populations.
- Attend meetings, conferences and workshops relative to grant administration, that supports 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 Research Associate/Student Program Manager with implementation, collection for data, evaluation or research, intervention, and prevention programs.
- Coordinates Media projects for department along with assisting Governors with important community messages, i.e. Governor orders, protocols, etc.

- Performs other related duties as assigned by supervisor.
- Consistently supervises 2 plus workers to include student interns, tutors, contract service workers, and creative team projects, grant contractors.

**REQUIRED KNOWLEDGE AND SKILLS:**

- Ability to communicate effectively, verbally and in writing.
- Posses' 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 promoting 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 Suite, Outlook, Excel, etc.) the internet and technological advances.

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

**Send;**

**Pueblo of Jemez Job Application**

**To;**

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

**Or;**

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

**PO Box 100**

**Jemez Pueblo, NM 87024**